RCA Mentee Guidelines

Purpose

The purpose of this document is to provide guidelines for mentees participating in the Radio Club of America's Mentoring Program. The guidelines are designed to assist the success of the mentee/mentor relationship and ensure that all participants are aligned in their expectations.

Keep communications open

Their mentor will make first contact with them, but they should feel free to send messages back as topics or questions arise. Tell the mentor a bit about their self, professionally and personally. Listen carefully and ask questions for clarification when needed. Reply promptly to messages sent to them. Consider setting goals for frequency of communication with their mentor. If email communication is breaking down, try a phone call to check in and keep communication open.

Define expectations

Establish clear expectations and ground rules at the onset of the mentoring relationship. Consider writing down a list of realistic goals for the mentoring relationship together with the mentor. To develop these goals, assess their needs and what they hope to accomplish with the mentor, as well as how the mentor believes they can help they. Revisit and revise these goals together and use them to evaluate progress over the course of the year.

Take initiative and be an active mentee

Be proactive in all aspects of the mentoring relationship. Listen carefully and respectfully to their mentor's advice and ask questions to help their mentor share experiences. Remember that the most effective mentor-mentee relationships are built on mutual learning, so also think about ways they can introduce new ideas.

Think of them as a professional

Their mentor is here to help they take part in the professional community of librarians. Take this opportunity to become more familiar with professional organizations and look for ways to participate and volunteer.

Be available

Look ahead and let their mentor know if they will be unavailable for extended periods of time. Be flexible in meeting on their mentor's schedule. Be punctual and respectful of their mentor's time. Whenever possible, plan on meeting face to face at conferences or other professional venues.

Be reliable and consistent

Be careful and realistic about the commitments they make to their mentor, but always follow through on those commitments. Gain their mentor's trust while giving theirs.

Be prepared to accept honest feedback

Feedback should be the starting point of further conversation. Ask questions to fully understand their mentor's evaluations and advice. Do not feel like they must impress their mentor, but do communicate their strengths, interests, and skills. Give their mentor feedback and recognition for the help he or she provides.

Be innovative and creative

Be a resource for new ideas. Their mentor hopes to learn as much from the relationship as they do.

Respect confidentiality

Keep conversations between them and their mentor private and confidential. Make sure this expectation for confidentiality is clear and reciprocal: their mentor must also feel confident they maintain confidentiality.

Address misunderstandings as they arise

Communicate problems, issues, and misunderstandings within the relationship directly with their mentor in a timely fashion.

RCA Resources

Contact the RCA Mentoring Program Committee Co-Chairs with any questions or concerns during the mentoring program.

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- Paul Scutieri, pauls0908@msn.com