ASHP Quick Guide on Being a Successful Mentee

The Role of a Mentee:
The role of a mentee is to be an active participant in facilitating a positive and rewarding relationship between the mentor and mentee. As a mentee, you should take the initiative to reach out to the mentor, schedule meetings, prepare meeting agendas, and ensure discussions are focused on topics that are of key concern to you. Skills a mentee should strive to develop include active listening, a willingness and commitment to learning and growing, being open to feedback, and being self-motivated as these skills will help ensure you are able to maximize your mentorship experience.

Self-Reflection:
Mentees should undergo constant self-reflection to understand what they hope to accomplish longitudinally during their journey with their mentor. According to the National Association of Colleges and Employers (NACE) Guide for Being a Successful Mentee, mentees should regularly engage in self-reflection and contemplation of the following questions:

- Where would you like to grow?
- What would you like to learn?
- What educational guidance do you require?
- What are goals for yourself and/or your career?
- What is your learning style?
- How can your mentor help you the most?

The ASHP Guided Mentorship Program Resource Library contains a variety of resources to assist you in answering these questions and more prior to your first meeting with your mentor.

Maximizing the Mentoring Relationship Outside of Meetings:
The following tips are intended to help you continue your growth and development outside of your pre-determined meetings with your mentor.

- **Journal**: Track key discussion points from your meetings with your mentor so you can reflect on what you learned at a later time.
- **Question**: In-between meetings with your mentor, jot down any questions that you have related to career planning, professional development, leadership, or other aspects of pharmacy. Try to answer these questions first by researching on your own and recording what you have learned. Flag questions that you would like your mentor’s perspective on for your next meeting.
• **Thank and Keep in Touch**: It is important to remember your mentor is a human too and not just a resource to help you grow. Feel free to be enthusiastic, share your gratitude for their time, ask them how their day is, and ask what relationship they would want to have outside of set meetings.

• **Reassess**: Set checkpoints with your mentor to discuss how the mentoring relationship is going, what the perceived growth on the mentee’s end is, and if changes are needed moving forward.

• **Mentoring is a two-way street**: Know that there is value that you can give to your mentor. If you feel comfortable, do not be afraid to share your unique perspective and thoughts. Never shy away from providing your insight to your mentor.

**Reminders:**
- As the mentee, it is your responsibility to schedule meetings and stay in touch with your mentor.
- Treat all communications between you and your mentor as confidential. Do not repeat anything without permission.
- Be open and honest with your mentor. Doing so will help establish trust.

**References:**