

## Quick Tips for Mentors

### Spears School Mentoring Program

- **Set a schedule.**
  - Set a scheduled call every two-weeks
  - Set calendar appointment/task for an occasional check-in call or email
- **Keep your scheduled calls.** If you need to reschedule, please let your protégé know as soon as possible and provide them with possible dates/times for your rescheduled meeting.
- **Respond to your protégé when they reach out to you via email or phone.** If you do not respond, they may not try again (although that is their #1 tip – to call/email again and again until you respond). Remember, the students do not know you (yet!) and feel like they are bugging you or you are really busy and don't have time for them if you don't respond.
- **Be committed and willing to dedicate time to your protégé.**
- **Set proper expectations.**
  - Know what you want out of the relationship and share that with your protégé.
  - Know and share with your protégé how much time you have available for them this semester. Agree that this is acceptable for both of you.
  - Complete the *Mentoring Partnership Agreement* (use as a guide at a minimum to help set expectations for your four month connection period)
- **Discuss issues or concerns when they arise.**
  - Try to work it out with your protégé first.
  - If that doesn't work, let Brandy Polo (program manager) know as soon as possible so the issue can be addressed.
  - Sometimes the mentor/protégé connection just isn't a good match, and that is ok. It happens! Let Brandy know as soon as possible so she can attempt to reassign both of you to new partners.
- **Use your resources**
  - Mentoring Partnership Agreement
  - Guide to Timely and Efficient Goal Setting (includes suggested goals)
  - Tips for your first phone call
  - Spears School of Business Mentoring Program Handbook
  - Brandy Polo – [bpolo@OSUgiving.com](mailto:bpolo@OSUgiving.com) – 405.385.5179



**SPEARS**  
SCHOOL OF BUSINESS