

Quick Tips for Protégés

Spears School Mentoring Program

- **Be persistent.** It's ok to call or email your mentor and follow-up if they do not respond to your first contact. You are not bugging them. They signed up to be a part of the program. Give them at least 48 hours to respond before you follow-up.
- **Be prompt.** Reach out to your mentor within 48 hours of your connection notification to introduce yourself and schedule your first phone call. Be on time for your scheduled calls and meetings. Respond to any follow-up emails and calls within 48 hours of receipt.
- **Be prepared.**
 - Review the *Guide to Timely and Efficient Goal Setting* document and come to your first call prepared with what you would like to accomplish during the semester. You and your mentor can then discuss and prioritize the goals based on their expertise, the amount of time you both can commit, etc.
 - Prepare for your first phone call by reviewing the *Tips for your First Phone Call* document and implementing the tips.
 - Remember: You get out of it what you put into it.
- **Set proper expectations.**
 - Know what you want from your relationship with your mentor and share your expectations with them.
 - Know and share with your mentor 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)
- **Understand the purpose of participating in the program.**
 - What it is: an opportunity to network and gain insight that may impact your career and future
 - What it is not: a job-hunting or recruiting vehicle
- **Set a schedule!**
 - Work with your mentor to schedule a bi-weekly phone call and make sure you keep the appointment. Treat this appointment the same as you'd treat an appointment for an interview. Who knows, your mentor could be your potential employer or a potential reference for you with your upcoming job hunt.
- **Discuss issues or concerns when they arise.**
 - Try to work it out with your mentor 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 possibly reassign both of you to new partners.



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- **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 – 405.385.5179



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