

Mentoring Expectations and Responsibilities

Mentor Expectations

- Establish communication with your mentee within the first week after the mentoring session ends to introduce yourself.
- Determine realistic and attainable expectations for mentee and mentor and determine best form(s) of communication.
- Maintain confidentiality with mentees.
- Complete and return annual program evaluation for each mentee.

Requirements:

- Minimum 1 year commitment to the program.
- Seasoned Leadership capabilities (developed at least 10 properties).
- High personal moral and ethical standards.
- Share and support Jumpstart Germantown mission.

Responsibilities:

- Be positive, honest and approachable by developing a positive counseling relationship and a climate of open communication.
- Get to know the person you are mentoring on both a personal and professional level.
- Provide guidance on career development.
- Be respectful and supportive of your mentee.
- Be available by phone, email and/or in person.
- Be sincere. Praise efforts as well as accomplishments.
- Help mentees identify problems and solutions.
- Be aware of the mentee's progress.
- Provide feedback and advice.
- Be aware of the mentee's strengths and areas of development.
- Share stories, including mistakes.
- Refer mentees to other business associates.
- Be helpful in expanding your mentee's relationship base.
- Respect confidentiality.