



**THE UNIVERSITY of TEXAS**  
HEALTH SCIENCE CENTER AT HOUSTON

## **ADDITIONAL TIPS ON MENTORING**

### **What to Consider When Looking for a Mentor**

What are your career goals and needs?

Does the mentor have knowledge and experience in the related area, or better, in many areas?

Is the mentor good at what they do?

Is the mentor an achiever?

Is the mentor a good role model?

How does the organization judge the mentor? Is the person well respected?

Is the mentor supportive and respectful of others?

Does the mentor value their job, enjoy challenges, and understand the vision, mission and values of the larger organization?

Will you feel comfortable talking with the mentor honestly? Do you trust the person?

Will the mentor take genuine interest in your development? Is the person enthusiastic about mentoring?

Will the mentor give you honest feedback about yourself and your developmental needs?

Will the mentor give you candid information about the organization, and be willing to share knowledge, experience, and insights?

Is the mentor a good teacher/coach/motivator?

What do other employees say about the mentor, as a mentor?

## **Locating Potential Mentors and Increasing the Likelihood that the a Person will Mentor**

Plan ways to become acquainted with your mentor “candidates” so you can see if a sense of rapport develops.

Communicate that you are fully committed to achieving your goals.

Seek their advice. Ask intelligent, thoughtful questions. Avoid acting helpless. Say, “I would appreciate your reactions to these two ideas I’m considering”; rather than saying, “I don’t know what to do about this”. Make the impression of a competent professional searching for input to make intelligent decisions. To avoid offending the person in case you don’t follow the advice, use it as a takeoff for discussion of the problem and do not arrive at a clear-cut conclusion during the discussion.

### **Tips for Giving Effective Feedback**

- Give with care and attention.
- Give only what the person can handle.
- Be direct; cite specific incidents.
- Express yourself.
- Keep clear of evaluative judgments.
- Make it timely.
- Make it readily actionable.
- Check and clarify your perceptions.

### **Tips for Receiving Feedback**

- Be open to hearing; avoid defensiveness.
- Seek specific examples.
- Check your understanding (summarize).
- Share your feelings about the comments.
- Be who you are when considering the comments.