

## **Tips for Mentors\***

### **Keep communications open**

Reply promptly to the person you will be mentoring as soon as you hear from him or her. Let the person know what is expected. If you will be unavailable because of business or personal travel, notify the person.

### **Be supportive**

Establish realistic goals, suggest courses, and encourage participation in association activities.

### **Be available**

Arrange to meet at a time and place where you can talk comfortably without interruptions. At association meetings and other events, be available to talk with your mentee, answer questions, and provide advice.

### **Be prepared to offer honest feedback**

Be truthful in your evaluations but also be tactful.

### **Be an active participant**

Engage in your own learning while you are mentoring, ask questions, and experiment.

### **Be innovative and creative**

Share your ideas, give advice and be a resource for new ideas.

### **Be aware of cultural diversity**

Remember that people come from diverse backgrounds and experiences. Get to know each person individually.

### **Be reliable and consistent**

The more consistent you are, the more you will be trusted. Your mentee will rely on you for help.

### **Be positive**

Recognize the work the person has done and the progress he or she has made. Emphasize areas where the thinking has been clear, complete, and creative. Encourage him or her to move forward in these areas.

\* adapted from the Medical Library Association's Tip Sheet for Mentors