



Professional Development & Learning Mentee Roles and Responsibilities

A Mentee is a partner in the learning process with the Mentor. Mentees are expected to play an active role in their own development by identifying their own needs, making those needs specific, soliciting mentor assistance, and making effective use of that help to increase their own personal effectiveness and productivity.

Mentees should:

- Exhibit a commitment to self-development
- Be able to work independently
- Be able to develop and maintain rapport with persons in various levels of responsibility
- Possess effective verbal and written communication skills
- Be willing to commit the time and energy required to establish and maintain the Mentor-Mentee partnership (minimally meet with Mentor quarterly and attend any required training)

Mentees roles and behaviors include:

- Identifying and sharing needs
- Being receptive to information and feedback
- Setting realistic expectations with the mentor
- Asking questions
- Communicating problems clearly
- Challenging assumptions in self and others
- Active Listening
- Searching for ways to achieve his or her objectives; contributing ideas about options for solving particular problems
- Providing feedback to the mentor, including a willingness to discuss failures as well as successes, and leveling about feelings that are important and/or strong
- Following through on commitments and seeking help when necessary
- Helping to manage the Mentor/Mentee relationship
- Learn and practice self-empowering behaviors
- Mentees should possess humility, an insatiable curiosity, the courage to trust, and the ability to listen.

Adapted from the SUNY RF Mentor/Protégé program with permission, 2020
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