



Staff Mentoring at UAB

Learn Now Guide

Defining Mentorship

Mentoring is a collaborative partnership that supports employees in their pursuit of career development and continual growth.

Roles

The Mentor

- Makes a commitment to attend meetings with minimum rescheduling
- Helps mentee understand the expectations for leaders at UAB
- Provides mentee feedback and advice without undermining mentee's manager
- Assists mentee in thinking through approaches, projects, and actions to improve professionally

The Mentee

- Drives the mentor/mentee relationship
- Provides clear, specific vision of outcome, process, and desired end result
- Focuses meetings on particular objective

Guidelines for Mentoring

- Mentee takes lead on scheduling, topics, goals, and objectives
- Scheduling to include time, frequency, length of meetings, and duration of mentor/mentee relationship is mutually agreed but ultimately determined by mentor's availability
- Both parties approach all interactions with respect and honesty
- Mentor assists the mentee to grow as a leader
- Mentor is an expert in some areas, but not all things
- Mentor is not the boss of the mentee
- Discussions are confidential

Getting Started & Next Steps

1. Mentee creates goals, objectives (review goal setting materials)
 - a. How do I create goals anyway? [Goal Worksheet](#)
 - b. What does a good goal look like? See [Goal Example](#)
2. Mentee reaches out to potential mentor to inquire about interest and availability
 - a. Don't know where to start? Ask your manager for mentor recommendations
 - b. Still not sure where to start? Ask a peer/trusted colleague for mentor recommendations
3. Both mentor and mentee agree to start formal relationship
4. Mentee defers to mentor to establish meeting times
5. Formal relationship is recommended to exist for no more than six months