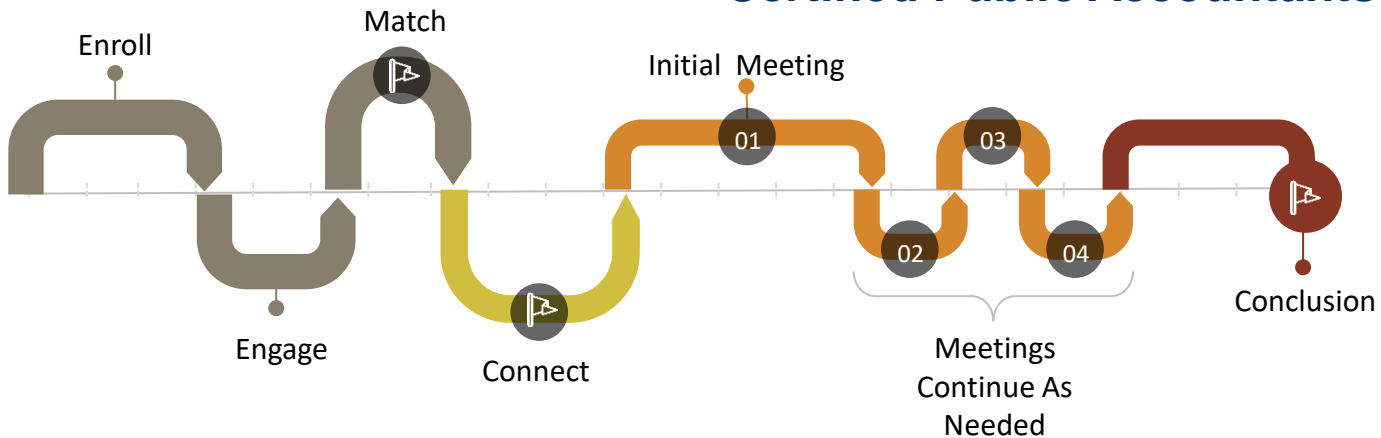


# NESCPA Mentoring Program

## Mentee Guide



### NEBRASKA SOCIETY OF Certified Public Accountants



## MATCH

- The Mentor Program Chair will facilitate the match and send an e-mail to introduce you and your mentor.

## CONNECT

- Your mentor will reach out to you over e-mail to begin scheduling your first meeting.
- Respond to your mentor in a timely (within 1 week) and professional manner.
- Be clear and specific when describing your availability.

## INITIAL MEETING

- Wear professional clothing to meet with your mentor and arrive between 5 and 10 minutes early.
- Establish expectations for how often you will meet and how you will communicate.
- Take responsibility for initiating communication to schedule subsequent meetings.
- Come prepared with goals about what you want to have achieved by the end of the mentoring relationship and define what a successful mentorship relationship looks like for you.

Mentoring provides a safe place for the mentee to explore options and plan their future. It provides a place to be challenged and supported and source for advice, guidance, and new perspectives.

Mentoring is not an alternative to networking or coaching.

## BONUS

Join the NESCPA's free student affiliate membership program to keep up with the latest news and information about Nebraska Society and professional activities, technical articles and news about fellow Nebraska CPAs.

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## SUBSEQUENT MEETINGS

- Be accountable for reaching out to your mentor with sufficient notice to prepare for your next meeting. Provide at least 4 weeks notice for scheduling a meeting.
- At least one week before your scheduled meeting, provide your mentor with a reminder of what you hope to discuss.
- If your mentor is unresponsive, reach out to the Mentor Program Chair.

## HOW TO GET THE MOST OUT OF YOUR MENTORING

Develop your “elevator speech” and ask for your mentor’s feedback.

Anticipate how you would adjust your intro for different situations.

After each mentoring session, take 30 minutes to reflect on the session and your learning.

Identify what you want to get out of your next session.

Follow through on the actions you discuss with your mentor.

## What do effective mentees do?

- Take responsibility for their own learning
- Actively shape the mentoring conversations
  - Accept challenge
- Have realistic expectations that are shared and agreed with the mentor
- Take prime responsibility for the meeting arrangements and the agenda

## What do effective mentors do?

- Encourage and allow the mentee to take the initiative
  - Ask questions and encourage mentee to explore issues
- Provide feedback that is both challenging and empathic
  - Offer knowledge and advice with care
  - Offer fresh perspectives
- Maintain professional boundaries and confidentiality
- Commit sufficient time and mental energy to the mentoring relationship

## CONCLUSION

- At the natural or formal end of the mentoring relationship:
  - Review the goals you agreed on in your first meeting and discuss achievements and learning
  - Identify the next steps you will take, following the mentoring relationship
  - Thank your mentor for their insights and guidance
- At the end of the academic year, complete the mentoring program survey.