



ACS
Chemistry for Life®

AMERICAN CHEMICAL SOCIETY

Behaviors for Mentoring Success

5 Characteristics of a Good Mentor:

- Listen attentively
- Provide encouragement
- Be flexible
- Measure progress and give feedback
- Be committed

5 Characteristics of a Good Mentee:

- Set goals
- Clearly communicate your needs
- Receive feedback gracefully
- Listen attentively
- Measure progress and be willing to adapt

For more information about mentoring and ACS professional development programs for graduate students and postdocs, go to: www.acs.org/GRAD

Start using the ACS ChemIDP™ (Individual Development Plan for Chemists) to be prepared for your next mentor-mentee meeting: ChemIDP.org



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Quick Guide for a Formal Mentoring Meeting

1

Assess the mentee

- Identify and assess any urgent issues
- Actively listen

2

Set meeting plan

- Assess time available
- Prioritize

3

Set expectations

- Agree upon roles
- Keep things confidential
- Set clear and measurable goals
- Agree upon timeline

4

Provide career guidance

- Review Individual Development/Career Plan
- Evaluate progress
- Provide resources

5

Wrap-up

- Clarify expectations of the relationship
- Schedule the next meeting