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
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