

# MENTORSHIP PROGRAM: GUIDELINES FOR MENTEES

## INTRODUCTION

Mentorship is an important tool for achieving the Network of Women's goals of creating a culture of inclusion and cultivating the next generation of leaders at the organization. Mentorship deepens and reinforces relationships created through the Network and allows experienced professionals (mentors) at our Firm to share strategies for business and professional success with more junior professionals (mentees).

This guide explains what you can expect as a mentee in the Network of Women's mentorship program and what is expected of you. For additional guidance, or if you have questions not covered by this guide, please contact Patricia Drete or Meghan Williams.



# FAQS

## WHAT CAN I EXPECT FROM MY MENTOR?

Your mentor's role is to provide you with high-level guidance relating to your goals based on his or her knowledge and experience and to provide candid and constructive advice to help put you on the path to reach your professional and personal goals. Your mentor may also refer you to members of his or her own professional network or to resources within the Firm that could help you.

Your mentor should be approachable and available, listen to you, encourage you, and help you identify challenges and advantages in relation to accomplishing your goals. Your mentor is **not** necessarily your coach, nor should you expect your mentor to be your personal advocate within the Firm.

## WHAT IS EXPECTED OF ME AS A MENTEE?

When your mentor reaches out to you for the first time, you should be prepared to clearly articulate to your mentor which two professional (or personal) goals are most important to you and what you want to get out of the mentorship relationship.

For the most part, the meetings you have with your mentor will be driven by your goals and concerns, so you should come to your meetings prepared with questions or updates. This will help your mentor in giving you the most targeted guidance he or she can.

Finally, we ask that you be respectful of your mentor's time. While mentors are expected to keep channels of communication open with you and to be approachable and available, please keep in mind that your mentor does have other work to do and may not always be available to meet or speak with you on a daily basis.

## HOW WAS I MATCHED TO MY MENTOR?

You have been matched with a mentor based on personal interests that you both included on your mentor/mentee registration and/or your career interests or topics of concern.

## HOW OFTEN SHOULD I MEET WITH MY MENTOR?

We encourage mentors and mentees to meet either in person or via phone or Microsoft Teams (for long-distance mentorship pairs) at least once per month. Of course, you are free to meet more often.

Before your very first meeting, your mentor will reach out to you to introduce him or herself. Afterwards, you and your mentor will coordinate with each other for future meetings.

## HOW LONG IS MY MENTORSHIP RELATIONSHIP SUPPOSED TO LAST?

The structured part of this mentorship program is expected to last at least six months. However, if you and your mentor have developed a strong connection and wish to continue the mentorship relationship beyond that time frame, you are welcome, and encouraged, to do so.



## HOW DO I GIVE FEEDBACK TO NOW ON THE STATUS OF MY MENTORSHIP RELATIONSHIP?

If you have questions or wish to give feedback or report an issue, please contact [now-americas@cantor.com](mailto:now-americas@cantor.com).

At the end of six months, the Network will send a survey to mentors and mentees so that you have a chance to formally evaluate the mentorship program. The feedback you provide will help us to identify areas of improvement for the future. You will also be asked if you would like to continue having the same mentor, or if you would like another mentor assigned to you. Your mentor will be asked the same question.

## HOW CAN I END A MENTORSHIP RELATIONSHIP BEFORE SIX MONTHS IS OVER?

If you find that your relationship with your mentor is not working (e.g., you do not believe you are receiving appropriate support or guidance, or have been unable to make a connection with your mentor, etc.), but you still wish to be in the program, please inform Meghan Williams, as soon as possible. We will make an effort to match you with a different mentor.

When submitting a request to end a mentorship relationship, please provide the reason(s) why, so the Network can keep track of why mentorship relationships are ending prematurely. This information will be helpful in strengthening the mentorship program.

Thank you for participating in the program!