



## MENTEE PROFILE

**Date:**

**Name:** \_\_\_\_\_

**Contact information (Phone/E-mail):** \_\_\_\_\_

**Current position:** \_\_\_\_\_

**Years in fundraising:** \_\_\_\_\_

**What are your short-term goals?**

**What are your long-term goals?**

**What are your professional strengths and weaknesses?**

**What expectations do you have of your mentor?**

**What do you have to offer in the relationship?**

**What would you say your personality style is? (Extravert vs. Introvert; Focused vs. Laid Back; Detail oriented vs. Bigger Picture.**

**The responsibilities of a mentee**

The workload of the mentor-mentee relationship should not fall squarely on the shoulders of the mentor. While the mentor should make themselves available for advice and consultation, the mentee also has a set of responsibilities. With these responsibilities, a mentee can get the most out of their mentoring relationship.

### **Be a good listener.**

One of the most important responsibilities of being a mentor is to practice active listening. This means you should always be open to advice, as well as both positive and critical feedback. Great mentors aren't always cheerleaders—they'll tell you about your areas for improvement with supporting resources. It's up to you to get the most out of their advice.

### **Be prompt and consistent.**

As the mentee, it's up to you to communicate with your mentor regularly. If you schedule a video chat, a phone call or a meeting, show up early. Not only is this a professional practice, it is also a kindness by respecting your mentor's valuable time.

### **Learn and prepare**

Take time to practice your mentor's instruction and prepare for future meetings. While a mentor can direct you towards success with advice and support, learning and growing is something you should do on your own by putting their teaching into practice. The more you prepare and learn, the more you can get out of your relationship with your mentor.

### **Discuss your future**

Be upfront about your career goals and consistently check your status towards them with your mentor. This will help establish expectations and allow you and your mentor to see how you are progressing and what you should focus on improving.

### **Follow up on your conversations.**

Consider keeping a detailed log of your conversations with your mentor. This allows you to follow up on conversations and attend to the short and long-term goals outlined in your meetings.

### **Show appreciation.**

Offering gratitude is essential for maintaining a healthy, long-term mentor-mentee relationship. A short, professional thank-you note can show how much you appreciate their advice and guidance. With a strong work ethic, realistic expectations and clearly defined professional goals, mentoring can be an important aid in achieving success. Even if you don't see the results immediately, the wisdom, advice and suggestions you receive can guide you years into the future.

### **Complete a survey after your mentorship process.**

We would love to have your feedback to strengthen our program.

**Please complete and e-mail your application to:  
Cheryl Chunn, MBA, CFRE at [cchunn@nashvillerescuemission.org](mailto:cchunn@nashvillerescuemission.org)**

**Thank you for applying for our mentorship program!**