## TIPS FOR MENTORS

- Maintain confidentiality to build trust.

- Manage expectations—this isn’t an interview, it’s a development opportunity.

- Expect a two-way learning relationship.

- Listen actively and empathetically.

- Clearly communicate your goals, expectations, and commitments.

- Use your own experiences, observations, and perspectives to impart information and skills, and **encourage your Mentee to apply the information and skills in ways that make sense in their lives.**

- Communicate information in small chunks and avoid massive information dumps.

- Do not expect that you will always have the answers to your Mentee’s questions and/or challenges. Introduce your Mentee to other attorneys and professionals in your network that can assist your Mentee.

- Share your successes and the challenges you faced in accomplishing your successes.

- Find connections and similarities that extend beyond law and careers.

- Honor your commitments and communicate quickly and candidly if you cannot honor your commitments in any way.

- Reach out to LCLD if you need help.

- Use Career Services as a support tool.

## TIPS FOR MENTEES

- This isn’t a job interview, so be candid and ask the questions that you need answered.

- Keep in mind that Mentors often teach by telling stories, so listen for the lessons and ask questions to help apply the lessons to your own life.

- If your Mentor is going too fast or sharing more information than you can digest, ask questions to slow down the conversation.

- Do not expect your Mentor to have all the answers. Ask your Mentor to help you solve your problems, not solve them for you.

- Be aware that your Career Services Office is an ally in this process.