



WPI Mentoring Program Guidelines

This program enables faculty and staff to network with other WPI faculty and staff who have volunteered to share their expertise, guidance and support.

How it Works

Volunteer mentors and mentees are matched based upon criteria such as specific area of interest, experience with a particular topic and goals. Once matched, the two individuals are responsible for coordinating the collaboration that works best for them. We encourage a regular schedule of communication, whether meeting in person or connecting by e-mail or telephone. The HR Advisory Group Mentoring subcommittee members will check in periodically with both participants to gain feedback and to monitor the fit and success of their relationship.

Roles & Responsibilities

<u>Mentors</u>	<u>Mentees</u>
WPI seeks mentors who can provide support and guidance and can also share their wealth of knowledge and work experience within their field.	WPI seeks mentees who are looking for support and guidance from an experienced professional in their field.
<p>A mentor, at a minimum, should be willing to:</p> <ul style="list-style-type: none"> • Meet/communicate with mentees on a regular schedule agreed upon by both parties. • Share relevant knowledge and experience. <p>In addition, a mentor can also volunteer to:</p> <ul style="list-style-type: none"> • Provide networking referrals and opportunities. • Assist or advise in other aspects of professional development. 	<p>A mentee should use this service to:</p> <ul style="list-style-type: none"> • Benefit from access to a WPI employee with knowledge and experience in his/her field(s) of interest. • Explore professional networking and development opportunities. • Connect easily with a fellow WPI colleague. • Learn more about WPI and how to get the most out of this mentoring program.

The Relationship between the Mentor and Mentee

For a mentoring relationship to succeed, it must be voluntary, and both mentor and mentee must be proactive. An effective mentor/mentee relationship will build mutual respect, appreciation, and goodwill.

Qualities of a Good Mentor Include:	Qualities of a Good Mentee Include:
<ul style="list-style-type: none"> • Relevant knowledge and experience • Excellent interpersonal skills • Empathy for the learner and what the learner is trying to achieve • Enthusiasm for new energy and new ideas 	<ul style="list-style-type: none"> • Enthusiasm for learning and sharing • Openness to feedback and guidance • The desire to set and meet clear goals • Willingness to be proactive and to take ownership of professional development