# How to be an Effective Mentee

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<th>TIPS</th>
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| **Be Prepared**  
Come prepared to mentor meetings with questions for your mentor and topics to discuss. Your mentors are volunteering their time for you. Try to be efficient and utilize the time effectively. | Explain summer options to your mentor and ask for guidance. Prepare questions regarding the different programs, importance to your long-term goals, and relevance to your interests. |
| **Take Initiative**  
Take the initiative to schedule meetings and stay in touch with your mentor. Mentors are more likely to respond to your inquiries than to reach out unprovoked. Take the initiative to maintain the relationship. | Ask your mentor their preferred scheduling method and take the initiative to follow it. Leave each meeting with your next meeting confirmed or knowing how you are to schedule the next meeting. |
| **Create a Reciprocal Relationship**  
The mentor-mentee relationship is not a one way street. Be aware that your mentor benefits from the relationship too. Try to recognize opportunities for your mentor. | If your mentor is a new to Jefferson, you may be able to provide insight into the culture, medical education, and additional programs at Jefferson. |
| **Actively Listen**  
Listen to your mentors advice and responses with an open mind. Remain engaged during your conversations and respond to your mentor’s advice or point-of-view. | Maintain eye contact, summarize your mentor’s advice to show understanding, and ask follow-up or clarifying questions. |
| **Be Honest**  
Be truthful with your mentor regarding your perspective on topics. Honesty helps to build mutual respect and a better understanding of each other. | Be truthful about whether you are benefiting from the mentor relationship or if there are any changes you would like to make. |
| **Set Realistic Expectations**  
Discuss attainable goals with your mentor and what you want to achieve from the relationship. | Realistic: I would like advice on work/life balance and tips on how to balance my career, family, and hobbies. I want my mentor to monitor if I am achieving my desired balance.  
Unrealistic: I want my mentor to get me into a residency at Jefferson. |
| **Follow-up and Maintain Communication**  
Share updates regarding topics you discuss with you mentor. Mentors enjoy hearing when you benefit from the program and when they have helped you in some way. | If you discussed three different potential summer opportunities with your mentor, send an email regarding which one you ultimately chose and thank them for helping you decide. |