



MENTEE COMMUNICATION BEST PRACTICES & SUGGESTIONS

REACHING OUT TO YOUR MENTOR

- If you're unsure what to say when contacting a mentor, that's perfectly OK! It can be scary at first. We're here to help and support you along the way. Remember, this is a learning process; you don't have to have everything figured out right away. You can use our [How to Request A Mentor resource](#) to help you craft your first message. This guide includes a template you can use when you initially reach out!
- If you haven't heard from a mentor after 5-7 days since your initial request, you can send a follow-up message. Sometimes notifications get lost or overlooked. You can use the template to the right to help craft your follow-up message:

Hi [MENTOR],

I wanted to reach out to follow up on my initial message from [DATE] about connecting for mentorship. I am very intrigued by your experience and expertise in [AREA OR INDUSTRY] and would really appreciate the opportunity to connect with you. Are you available at some point in the next two weeks to meet and discuss? Here is my updated availability: [GIVE SPECIFIC DATES and TIMES FOR TWO WEEKS, e.g., Monday 2-5 p.m. EST; Tuesday 10 a.m.-12 p.m. EST]. I appreciate your consideration of this request and look forward to hearing from you!

Best,
[STUDENT]

SOME QUICK TIPS:

- Be sure to address your mentor appropriately! Titles such as Mr., Ms., Dr., Judge, etc. should all be considered when crafting your message. Check the "Work experience" and "Degree" section of the mentor's profile for hints on how they should be addressed.
- Remember, this is more professional than a quick text, so make sure you craft it as such until you build that familiarity and establish communication expectations with your mentor.
- Check out the [How Can a Mentor Help Me?](#), which can help you identify your goals or areas that you would like to address with your mentor. Some of what you brainstorm here could help shape your initial conversation.
- Know that your mentor may not respond right away—but don't give up! Our team is here to help you throughout the process. Don't hesitate to contact us at ugamentor@uga.edu if you have any trouble making a connection.

PREPARING FOR YOUR FIRST MEETING

- Your first meeting is all about getting to know one another, setting expectations, and helping the mentor understand your goals. You can use these resources to help you prepare and think through different discussion points you'll want to cover during this meeting:

➤ [Guiding Mentoring Principles](#) ➤ [Initial Conversation Guide](#) ➤ [How Can a Mentor Help Me?](#) ➤ [Suggested Activities and Discussion Topics](#)

- It's good practice to check in a day or two before your meeting to confirm time, date and location. Since you, as the mentee, are responsible for driving these meetings, this is a good time to share questions, discussion topics, or [resources](#) you hope to speak with them about during your meeting.

Hi [MENTOR],

I am looking forward to our meeting at [TIME] on [DATE]. In preparation, I wanted to share a bit about what I hope to discuss. I've prepared some bullet points/questions to guide our conversation: [WRITE THEM HERE]. Thanks again for taking the time to meet with me. See you at/on [LOCATION/ZOOM] on [DATE]!

Best,
[STUDENT]

- If you aren't sure what to talk about during a Quick Chat, you can refer to this [Quick Chat Guide](#).

FOLLOWING UP:

- If your mentor hasn't responded in 5-7 business days, it's a good idea to send a follow-up via their preferred communication channel. You can use the template below to help draft your follow-up message.

Hi [MENTOR],

I wanted to reach out to follow up on my initial message from [DATE] about connecting for mentorship. I am very intrigued by your experience and expertise in [AREA or INDUSTRY] and would really appreciate the opportunity to connect with you. Are you available at some point in the next two weeks to meet and discuss? Here is my updated availability: [GIVE SPECIFIC DATES and TIMES FOR TWO WEEKS, e.g., Monday 2-5 p.m. EST; Tuesday 10 a.m.-12 p.m. EST]. I appreciate your consideration of this request and look forward to hearing from you! !

Best,
[STUDENT]

- It's good practice to check in a day or two before your meeting to confirm time, date and location. Since you, as the mentee, are responsible for driving these meetings, this is a good time to share questions, discussion topics, or resources you hope to speak with them about during your meeting.

Hi [MENTOR],

I am looking forward to our meeting at [TIME] on [DATE]. In preparation, I wanted to share a bit about what I hope to discuss. I've prepared some bullet points/questions to guide our conversation: [WRITE THEM HERE]. Thanks again for taking the time to meet with me. See you on [DATE]!

Best,
[STUDENT]

- If you are engaging in a 16-week mentorship, try to schedule your next meeting before you wrap up your current meeting. If you're unable to, follow up after each meeting to confirm your next meeting date. In this follow-up message, you can also share your appreciation and/or something you learned from your conversation.

SHARING APPRECIATION

- Thank your mentor for their time and guidance. This means more than just verbally expressing gratitude, but also through your actions, like responding in a timely fashion and being punctual for meetings.
- Keep your mentor updated on your progress and accomplishments. They want to know what resulted from your mentorship conversations. Celebrating even small wins with them shows you care about their impact on you.
- Some examples include:
 - Send a quick email or text
 - Send a handwritten card. You can drop your card off at the Career Center front desk located in Clark Howell Hall on the second floor, open from Monday-Friday from 8 a.m.-5 p.m. We will get it mailed to your mentor!
 - Create a Thank You video—you will receive an email from our team when the opportunity arises. Be on the lookout during the months of November and January.
 - Give them a social media shoutout!

WHEN TO COMMUNICATE

- Consider how frequently you and your mentor prefer to contact one another. During a 16-week mentorship, you may decide to chat as frequently as once a week or only once a month. Be sure to have a conversation with your mentor during your first meeting about your expectations regarding the frequency of communication and meetings.

HOW TO COMMUNICATE

- Consider what channels you feel comfortable communicating with your mentor through. You can ask if your mentor prefers to communicate via the UGA Mentor Program platform, text messages, email, virtual call/video, phone call, etc. You can then decide which communication channels work best and feel most comfortable for you both to use throughout your connection (16-week mentorship or Quick Chat).
- An important consideration for any relationship is to be aware of your tone and how your sentiments come across, even virtually. It can be difficult to clearly express emotions through writing, so be conscious and re-read before you hit send.

OTHER COMMUNICATION BEST PRACTICES

- Remember to be the best professional version of yourself when engaging with your mentor. This is a professional relationship, and you should aim to make a great first impression on your mentor while still being authentic to yourself.
- Generally, it is best to start your mentorship off with more formal communications (addressing your mentor appropriately, using complete full sentences and avoiding the use of jargon). Once you meet your mentor, you might find they prefer informal or casual ways to communicate, like text, phone call or email.
- Share your preferred name (and pronouns if you feel comfortable doing so). You can ask the mentor to do the same to understand how they prefer to be addressed.
- It's OK to be nervous as you reach out to mentors or approach your first meeting. Remember that mentors are here to assist you in your learning and growth, and that they were once students themselves.
- We have a plethora of resources on our website. [Click here](#) to see a list of those resources.