

UGA MENTOR PROGRAM

MENTEE COMMUNICATION BEST PRACTICES & TIPS

This resource offers support for effectively communicating with mentors, including guidance on when and how to reach out, follow up, and express gratitude. It also includes customizable message templates to help you build professional, respectful, and meaningful connections throughout your mentoring relationship.

GENERAL BEST PRACTICES

Remember to be the best professional version of yourself when engaging with your mentor—you should aim to make a great first impression on your mentor while still being authentic to yourself.

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.

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.

REACHING OUT TO YOUR MENTOR

If you're unsure what to say when contacting a mentor, that's perfectly OK—we are here to help and support you along the way. Use our [How to Request A Mentor](#) guide for tips and a helpful message template to get started.

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,
[YOUR NAME]

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. Be aware of your tone and how your sentiments may come across, especially in writing.

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. A few resources you may find useful are listed below:

Guiding Mentoring Principles >> Initial Conversation Guide >> How Can a Mentor Help Me?

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.

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

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]**!

Respectfully,
[Your Name]

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.

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 to the right to help draft your follow-up message.

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.

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.*

Best,
[Your Name]

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.

We have a plethora of resources on our website. Click [here](#) to see a list of those resources.