



THE COLLEGE OF NEW JERSEY  
SCHOOL OF BUSINESS

# MENTOR GUIDE

THE COLLEGE OF NEW JERSEY  
SCHOOL OF BUSINESS

2025 - 2026

<https://business.tcnj.edu>

# Role of a Mentor



## What is the role of a mentor?



Be professional, an active listener, and willing to share.



Understand the mentee's goals & develop a meaningful relationship.



Provide guidance, reflect and share feedback, share your experience, help build your mentee's skills, and provide support.



Be a role model, provide varying perspectives, share connections, and help your mentee achieve their goals.

## Mentor Responsibilities



Set expectations with your mentee



Provide sound advice and honest feedback



Coach mentees on skills that are in your area of expertise



Connect mentees with others



Be available and provide support

# Mentoring Guidelines



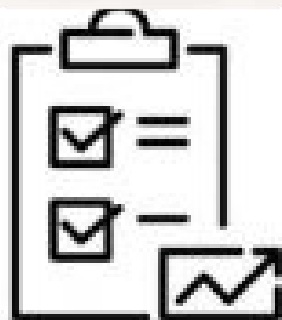
**Establish a relationship and build trust with your mentee**



**Exchange information, set expectations, and maintain confidentiality**



**Provide guidance and advice, share connections and learning opportunities**



**Help mentee accomplish their goals**



# The Mentoring Process

- Sign the Mentoring Agreement.
- Reflect on what you would like to give and receive out of a mentoring relationship.
- Review your mentee's introductory email and goals.
- Set expectations (i.e., communication frequency, time for response, meeting preparation).
- Work with your mentee and create a meeting schedule (phone or online). The meeting schedule should be regular for continuity.
- Determine preferred methods of communication & when it is appropriate to reach out.
- Get to know one another, share experiences, and build trust.
- Encourage the mentee to ask questions.
- Be prepared for meetings. Set a structure in advance for each meeting.
- Provide honest feedback based on your expertise.
- Ensure there are actionable items you share with your mentee based on what they need to learn.
- Keep discussions confidential.
- Share connections with your mentee, where available.
- Share opportunities with your mentee (e.g., a conference, workshop, book, or article).
- Prepare for the end of the program in advance (i.e., discuss what was accomplished, how the relationship may continue, etc.).

# Timeline & Expectations

## *The Mentor will:*

- Attend the Mentor Orientation (via Zoom), if possible, on **August 27, 2025**.
- Monitor for an introductory email from their Mentee, no later than **September 12, 2025**.
- Review the introductory email that includes a brief bio of the Mentee, a copy of their Mentee Career Planning Worksheet, key questions they may have, and suggested dates & times for the first meeting.
- Coordinate with their Mentee a schedule for meetings. All meetings are to be *via phone or online*.
- Review agendas, sent in advance of meetings by the Mentee.
- There should be *at least* 4 scheduled meetings during the semester.
- Use email as the primary means to communicate with their mentor unless other arrangements are made.
- Communicate via email between calls/meetings, but will limit to no more than once per week unless other arrangements are made.
- Plan to continue the relationship throughout the fall and spring semesters.
- Complete the Mentee Evaluation Form sent to them at the end of the program.
- Report any issues/concerns to Stephen Tomkiel (tomkiels@tcnj.edu).



# Sample Questions to Ask Your Mentee

## **Understanding Goals & Aspirations:**

- What do you hope to gain from this program?
- Where do you see yourself in 5 years?
- What projects or tasks energize you?
- What made you want to be a part of the mentoring program?
- What inspires you?

## **Strengths, Weaknesses, and Learning Preferences:**

- What are your greatest strengths? Weaknesses?
- What are some challenges you have faced, and how did you grow from them?
- How do you deal with criticism?
- How would you like to receive feedback?
- How do you learn?
- What skills do you want to develop?

## **Building a Strong Mentoring Relationship:**

- What do you hope I can bring to these sessions?
- What kind of feedback, advice, or support can I provide for you?





# Sample Questions to Ask Your Mentee

## (continued)

- How do you prefer to communicate?
- Are there sensitive areas or issues you would prefer not to discuss?

### **Encouraging Reflection & Growth:**

- What are some obstacles you are currently facing?
- What is your biggest fear?
- What would you do differently if you could go back in time?
- What is the most valuable lesson you have learned from a role model or previous mentor?
- What obstacles do you see that might prevent you from achieving your goals?





# Sample Activities to Break the Ice or Keep the Momentum

## **Ice Breaker**

Before your first meeting, both you and your mentee write down a list of 10 questions about anything (e.g., What is your favorite TV show?). Start off the first meeting by taking turns asking each other the questions.

## **Vision Statement**

Have your mentee create a vision statement. The vision statement should reflect what the mentee hopes to get out of the relationship. The goals should be aspirational, but realistic.

## **Skills Development**

Choose a skill the mentee would like to develop and provide a mini virtual workshop on how to improve the skill. This could be anything from public speaking to time management.

## **Goal Related Resources**

Have your mentee search for resources available related to their goals. These could be conferences, TED Talks, news articles, studies, etc. Then discuss these resources and how they may help at a scheduled meeting.

