



THE COLLEGE OF NEW JERSEY
SCHOOL OF BUSINESS

MENTEE GUIDE

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2025 - 2026

<https://business.tcnj.edu>

Role of a Mentee



What is the role of a mentee?



Define and communicate your goals.



Actively ask questions, seek advice, and solicit constructive feedback.



Be an active listener, take initiative, seek advice about skills and knowledge required for chosen career path.



Maintain confidentiality, be respectful of your mentor's time, and honor your commitment to the program.

Mentee Responsibilities



Identify skills and Goals



Prepare specific questions



Take feedback positively



Communicate clearly and respectfully

Mentee Guidelines



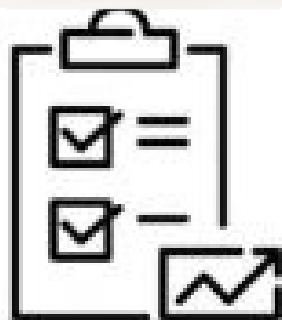
Establish a relationship and build trust with your mentor



Share your goals and expectations - what do you want to get out of the relationship?



Accept guidance, actively listen and learn, and take advantage of all learning opportunities



Take responsibility for your learning, honor your commitment, and accomplish your goals



Prepare to Be a Mentee

- The Mentoring Agreement & Career Planning Worksheet are in your Canvas course shell.
- Sign the Mentoring Agreement. You will receive an email with a link to “Edit Response”. Copy the link and share it with your mentor.
- Complete your Mentee Career Planning Worksheet.
- Reflect on what you would like to give and receive out of a mentoring relationship.
- Contact mentor, share the link for the Mentoring Agreement, Career Planning Worksheet, and set up initial meeting.
- Establish, with your mentor, your goals and objectives for the relationship.
- Commit to meeting with your mentor regularly. Set a meeting schedule.
- Determine preferred methods of communication.
- Be an active listener and proactively request feedback.
- Be prepared for meetings. You set the agenda and share it with your mentor in advance.
- Keep an accurate record of your development and progress.
- Read and listen to your mentor’s comments carefully and be open to different perspectives.
- Take advantage of all learning opportunities.
- Maintain the confidentiality of the relationship.

Timeline & Expectations

The Mentee will:

- Attend the Mentee Orientation on **September 3, 2025**.
- Contact their Mentor via email no later than **September 12, 2025**.
- Provide a brief bio of themselves in the introductory email, the link for the Mentoring Agreement, a copy of their Mentee Career Planning Worksheet, key questions they may have, and suggested dates & times for the first meeting.
- Coordinate with their Mentor a schedule for meetings. All meetings are to be *via phone or online*.
- Drive the relationship, creating and sending agendas ahead of time and overall managing the process.
- Schedule *at least* 4 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.
- Document meetings and progress for the 4 required meetings in the Canvas course shell.
- Plan to continue the relationship throughout the fall and spring semesters.
- Program ends **May 8, 2026**.
- Complete the Mentor 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 Mentor

Getting to Know Them:

- What are your core values, and how do they influence your career decisions?
- What motivates you to continue learning and growing?

Career Path & Professional Development:

- What was your educational experience like?
- What was your first job?
- What led you to your current career path?
- What are some key challenges you have faced in your career, and how did you overcome them?

Building a Strong Mentoring Relationship:

- What made you want to be a part of the Mentoring Program?
- What are you hoping to get out of the mentoring relationship?
- How can I best utilize your experience & expertise?

Skill Development & Growth:

- What advice can you give me about developing specific skills (e.g., public speaking, time management)?





Sample Questions to Ask Your Mentor

(continued)

- How do you manage your time and prioritize your tasks?
- What resources would you recommend for learning more about _____?

Networking & Relationships:

- How have you built and maintained your professional relationships?
- What tips do you have for networking effectively?
- Can you recommend any specific organizations or individuals I should connect with?

Leadership & Management:

- What is your leadership style, and how do you motivate and inspire your team?
- What are some challenges of being a leader, and how do you overcome them?
- How do you provide feedback and guidance to team members?
- How do you handle conflict or disagreements with team members?





Sample Activities to Break the Ice or Keep the Momentum

Ice Breaker

Before your first meeting, both you and your mentor 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

Your mentor may ask you to create a Vision Statement. The vision statement should reflect what you hope to get out of the relationship. The goals should be aspirational, but realistic.

Skills Development

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

Goal Related Resources

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

