



SEAOSC

Mentorship Program

SEAOSC Mentee Handbook

Introduction to the Mentorship Program

The SEAOSC Mentorship program offers Emerging Members, Mid-level Members, and Established Members opportunities to meet in a formal mentorship program setting to encourage open and honest dialogue while helping Mentees define their career goals, identify roadblocks, and take ownership of their own growth and development. It also provides Mentors who are current and future leaders an opportunity to share practical insights and to improve their leadership proficiency. The broad goal of the mentorship program is to collectively strengthen and engage the community and profession of Structural Engineers in the Southern California region and beyond.

This Mentee handbook was developed as a guide for new Mentees and a refresher for those who have participated in a mentorship program before. It provides a program overview, guidance on the structure of the mentoring sessions, and some practical tips and resources that can be referenced throughout the year.

We would like to acknowledge and thank the Structural Engineering, Engagement, and Equity Committee of the Structural Engineers Association of Northern California for their work on the SE3 project and mentorship program and for sharing their resources and experience upon which we have based this program.



Mentorship Program **Mentee Handbook**

Program Timeline

March	Mentor training (virtual or in-person) Mentorship Program Kick-Off Event
April - July	Monthly meet-ups with Mentor Program coordinator check-in
August - October	Monthly meet-ups with Mentor Program coordinator check-in Mentorship program 6-month check-in with mentor and mentee
November - February	Monthly meet-ups with Mentor Program coordinator check-in
March	Mentorship program annual event / matching of new participants Rematching as needed for new or current participants Exit survey or calls with those not continuing with the program

Best Practices as a Mentee

- Participate in regular sessions and be on time
- Come prepared with a few questions for your mentor(s)
- Get to know your mentor(s)
- Review the topics listed below for some inspiration pre meeting
- Be open to advice and maintain a positive attitude
- Establish personal goals and come ready to discuss them in the meetings
- Complete any tasks or assignments provided by mentor(s)
- Maintain confidentiality to develop mutual trust. The information given and received among group members should be held in confidence.



Mentorship Program **Mentee Handbook**

Characteristics of a Good Mentee

- Is present, engaged, and asks thought-provoking, high-value questions
- Dedication to self-improvement, commitment to learning and growth
- Accepts responsibility for career goals and personal development
- Demonstrates a positive attitude
- Honest, respectful, and flexible
- Accepts constructive criticism and accepts it graciously
- Excellent communication skills, including active listening
- Values continuous learning and is enthusiastic about long term personal development
- Accepting of differing points of view
- Is open about their needs with their mentor(s), provides feedback

Mentorship Session Preparation

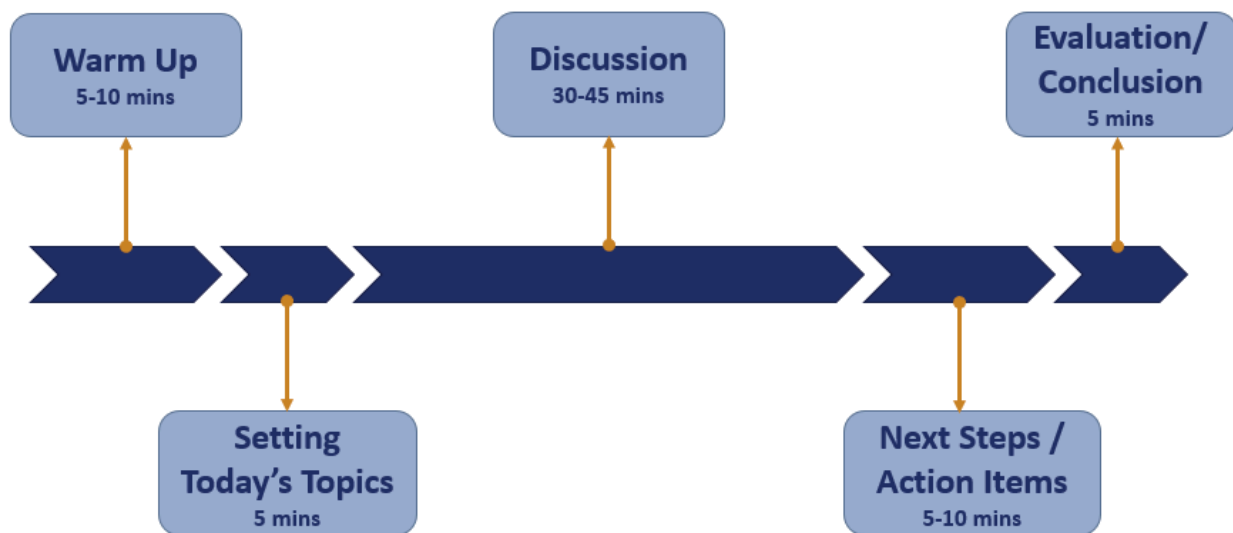
- How will you introduce yourself to your mentor(s)
 - a. For students: Where do you go to school, what field are you studying, what you most want to learn about the industry
 - b. For professionals: Where do you work and years in the industry, what you most want to learn about the industry
- How do you see your ideal career path in structural engineering (it is okay to not see this clearly yet)
- What are your personal strengths and weaknesses?
- What are your short term goals (licensure, expanded knowledge of technical topics, involvement in professional organizations, expanding your network within the industry)?
- What are your long term goals?
- Are you moving towards your goals in your current position?
- Are you interested in working on a specific type of project?
- What are you hoping to get out of a mentorship relationship?



Mentorship Program **Mentee Handbook**

Structure of the Mentoring Sessions

MENTORSHIP SESSION MEETING MAP



Sample Questions for Mentees

- Who was instrumental in helping you get to your current position?
- Do you have any advice for getting internships or first jobs out of school?
- What skills should I focus on developing if I want to become a leader at my firm and in the industry?
- What competencies are critical to success in your current position?
- What did you find most surprising about the industry when you first entered after college?
- What impresses you in an employee or a potential hire?
- How can I improve my professional visibility?
- How can I grow my network?
- What does work-life balance look like for you?
- What obstacles have you faced in your career and do you have any advice for young engineers that may be going through similar challenges?



Mentorship Program **Mentee Handbook**

- What was your biggest career obstacle thus far and how did you overcome it?
- What is your involvement in professional organizations and how has that helped you in your career?
- Have you ever felt pigeon holed into tasks that you felt were not moving you forward in your career? How did you deal with this?
- Have you ever switched firms and if so what prompted you to make the change?
- Did you have mentors early on in your career? If yes, how did you benefit from this? If not, how do you feel you could have benefited from a mentorship relationship?
- What is your favorite part of your job? What is your least favorite?
- What do you wish you had known as a young engineer?
- Do you have any general tips for time management?
- Do you have any recommendations for professional development and/or soft skills that are particularly useful in becoming an excellent structural engineer or leader?
- What are the different paths to leadership that you have observed or perhaps taken yourself throughout your career?



Mentorship Program **Mentee Handbook**

Additional Resources:

Tips for the Mentee

https://mentoringatmacys.com/common/files/rc/Quick_Guide_-_How_to_be_a_Mentee.pdf

Essential Ingredients:

- A goal
- Someone committed to contributing to your success in accomplishing that goal
- Determination and perseverance
- Willingness and commitment to learn from others
- Ability to prioritize the commitment
- Trust and confidentiality

<http://www.fusementorship.com/mentee-guide.html>

A GUIDE TO BEING AN EFFECTIVE MENTEE

WHAT MAKES A GOOD MENTEE?

A good mentee is professional and respectful at all times:

Your professional mentor is a connection to the outside world. If you are disrespectful and unprofessional to your mentor, you will lose your mentor and be removed from the program. At the same time, your mentor could share their negative experience with you with their own connections and it may have a negative effect that could ripple and create plenty of problems for you when you graduate.

A good mentee sets goals with their mentor and works to achieve them:

If you aren't growing, there's no real purpose to the mentoring relationship. Also, if your mentor sees your growth, it could impress him or her and lead to other opportunities for you.

A good mentee maintains a positive attitude:

Your professional mentor doesn't want to hear you complain. Save that for your friends and maintain a positive attitude.

A good mentee shows appreciation for his or her mentor:

Your professional mentors are not getting paid for their time with you. They are generously providing you with an invaluable service. Make sure you show your gratitude even if it's just by saying thank you.

WHAT MAKES A BAD MENTEE?

A bad mentee is impatient and too demanding:

Your professional mentor has other responsibilities and can't be available for you all the time. Rescheduling of your monthly meeting may happen; if it does, be patient and understanding with your mentor.

A bad mentee doesn't follow up:

After each meeting make sure you are doing your due diligence and following up. Briefly discuss your last meeting, set new goals or strategies to complete current goals, set up your next meeting and always thank your mentor for providing their time.

A bad mentee relies on their mentor to set up meetings:

It is NOT the job of the professional mentor to initiate setting up meetings. His or her only job is to let you know of his or her availability so that YOU can work out a date that works for both of you. Make sure you are setting up your monthly meetings to ensure progress.

A bad mentee doesn't set their expectations with their mentor:

You should know what it is you want out of your mentor. Make that clear to them in a respectful way so that they can do their job effectively. You will talk about this at the introductory mixer at the end of September.



Mentorship Program **Mentee Handbook**

MENTORSHIP AGREEMENT

PARTIES' DETAILS

Mentor _____ Mentee _____

Job title _____ Job title _____

Contact number _____ Contact number _____

The mentor and mentee are encouraged to share additional contact information as needed.

MENTEE'S MISSION STATEMENT:

MENTEE'S GOALS

*The mentee should establish with the mentor at least three professional development or personal growth goals. **Goals should be specific, measurable, attainable and relevant and should include a time frame.***

GOAL #1

GOAL #2

GOAL #3

GOAL #4

CONTACT ARRANGEMENT

The duration of the formal mentoring programme is months. Mentors are encouraged to continue the relationship on a voluntary basis. Contact with the mentee may be in person or by telephone during working hours. The mentor/mentee should allow enough time to discuss goals as well as questions from the mentee concerning his/her professional and/or personal development.

Meeting schedule: Jointly agreed-upon meeting dates and times: _____

Communication channels

What will be the primary communication channels (e.g. email, phone)? _____

Turnaround time for communications: (ideally two business days) _____

Confidentiality: Both parties agree to keep the content confidential unless one person is at risk, when this will be shared with the Mentoring Program Coordinator as soon as possible.



Mentorship Program **Mentee Handbook**

MENTEE PRE-SESSION FORM

This form is to be filled in by the mentee before each session and sent by email to the mentor, preferably at least one business day in advance (ideally two) so that the mentor may prepare for the session.

Overview of achievements and completion of assigned tasks (brief description):

Overview of the goals set in the previous session and the current situation (where I am on the path towards achieving the goal):

Barriers faced during the process and potential ways to overcome them:

Goals for the next session: what do I want to achieve at the next meeting with my mentor?

Details for the next meeting:

Date and time: _____ Location: _____