**How to be an Effective Mentee**

Here are some things the mentee can do to make the mentoring connection successful.

* The mentee has to want to be a partner in the mentoring connection. To that end, they prepare and do the appropriate "homework" for meetings with their mentor. They work to gain the skills, knowledge, and abilities to grow. They’re flexible, listen to their mentor, and consider new options. They take initiative, seeking the mentor's advice when needed. And they focus on the goal, not getting lost in the process (if it isn’t clear, they ask the mentor how the process leads to the goal).
* The mentee has to know and be able to discuss their needs and objectives with their mentor. This means that he or she has to look inside themselves to identify areas that may need work and share them with the mentor.
* The mentee must take responsibility for his or her career and goals. Although they have the benefit of the mentor’s guidance,
* The mentee has to be willing to try new things, to consider different ways of "getting there from here."
* The mentee has to periodically assess the progress of the relationship, letting the mentor know when priorities must be reset.

This document was modified from an original document on mentee effectiveness produced by the United States Coast Guard. The original document can be found at:

http://www.uscg.mil/leadership/mentee.htm