

Guidelines for a Mentor's Success

Prepared by the Professional Staff Senate (PSS)

Mentoring is a great career development tool. Studies have shown that having a mentor is a top factor affecting an employee's success and career satisfaction, as well as whether they stay with an organization. The University at Buffalo is grateful for your willingness to consider acting as a mentor to our professional staff.

A mentor shares experience and expertise to help with a protégé's personal and professional growth. This partnership can help our newer employees and those with new or expanding job responsibilities by giving them someone to talk to. Because of your practical experience, you can provide a listening ear and share what you've learned about UB in order to help the protégé succeed on the job. The Professional Staff Senate Mentoring Committee (PSSMC) will confidentially match your application preferences with those of a protégé.

Benefits to Being a Mentor

- Opportunities to pass on their successes and share their expertise, perspective and working knowledge, which can provide great personal satisfaction.
- Often leads to fulfilling lifelong relationships.
- Practice their interpersonal, leadership and management skills on an ongoing basis, which can increase their own success.
- Mentors often become recognized as positive role models and are sometimes sought out by others. You have the ability to counsel, coach, advise and set goals with your protégé.
- Being in a mentoring partnership helps them expand their own horizons and keeps them in touch with what's going on at other levels of the organization.
- Mentors provide a listening ear.
- Provide direction and clarification when their protégés need to see the big picture.
- Mentors open doors for their protégés, introducing them to the right people and opportunities.

Being an Effective Mentor

In order to be an effective mentor, you should be willing to:

- Develop a relationship with your protégé and agree on a schedule, location and method to meet.
- Provide feedback to your protégé as they progress through their professional development.
- Share your interests and experiences; identify the objectives of the relationship and the desired outcomes.
- Evaluate your effectiveness based on original objectives.
- Be willing to introduce protégé to new people and help them network at UB.
- Share successful techniques with other mentors.

Serving as resource, you will be able to help your protégé determine what needs to be done in order for them to achieve their short- and long-range goals as well as share what you have learned during your career at UB

Characteristics of an Effective Protégé-Mentor Relationship

Mutuality: The relationship should be beneficial to both members of the team at some level. In developing the mentoring agreement/development plan, determine the benefit to the protégé. You should determine what benefit you hope to gain from the experience.

Familiarity: There must be a comfort level with each other's styles and values.

Flexibility: The relationship will change, and both people must be understanding of that. A mentoring relationship may become collegial; it may become a friendship. It may also simply end when the time comes

Compatibility: Find common ground to develop a stronger and supportive relationship. Select team building activities that are of interest to both of you, and build the protégé's skill set.

Purpose: There must be a purpose and goals should be set. Determine purpose of mentoring relationship.

Power: The mentoring relationship should be one of shared power, a win-win situation where each partner gains and neither loses. Both partners should be focused on a plan of action to support the protégé's development.

Current PSS Mentor Committee Members: Vice-Chairs: Kimberly Krzemien & Travis Eisele; Susan Steck, Marianne Sullivan, Ed Brodka, Grace Lazzara

Modified 9/21/2020 for Mentor Meet & Greet Coffee Hours
