

Quick guidelines for mentors

Getting Started

- Take the initiative in approaching your mentee. In some cultures, it may not be respectful for someone less senior to take the initiative.
- At the beginning of the mentoring relationship, call your mentee or meet face-to-face, if possible. Doing so helps build rapport and trust.
- Early in the relationship, exchange curricula vitae (CVs) with your mentee.
- Remember to complete the AuthorAID learning agreement between mentor and mentee. Doing so helps define the nature of the relationship and establish expectations.

Working with Your Mentee

- Communicate regularly to help maintain momentum. Typically, about one to three times a week works well.
- Have patience with your mentee. He or she may be experiencing connectivity problems or other constraints.
- Please notify your mentee when you will be unavailable to receive/send e-mails.
- Respect your mentee's time as much as you respect your own.
- Please remember that the relationship between you and your mentee is professional and that communications should remain confidential.

Providing Feedback

- Remember that you are there to guide, not to write the paper for your mentee.
- Please make sure that your comments are constructive. Consider using a "sandwich approach": praise, then constructive criticism, then praise.
- Encourage your mentee to seek out other people's opinions and advice, not solely yours.

Finishing Up

- Your role as a mentor is voluntary. Some mentorships may continue long-term; many will end when the agreed-on tasks are completed; and for any of various reasons, some may end earlier. If you think the time has come for the mentorship to end, tell your mentee. If you are unsure whether the mentorship should continue, discuss the question with the mentee.
- If the mentorship is ending, bring it to closure. Thank your mentee for the chance to participate. Perhaps discuss with your mentee what you each have gained.
- If you and your mentee wish to continue the mentorship after the activities in the learning agreement are completed, consider preparing a new learning agreement.
- If the mentorship is ending, please tell AuthorAID, at authoraid@inasp.info. Please say whether you would be willing to have a new mentee. If you know whether your current mentee would like a new mentor, please say.
- Feel free to propose additional guidelines for this list. Again, the address to use is authoraid@inasp.info.