

## Characteristics and Expectations of Mentors

### Becoming a Mentor:

- A mentor should be a Diplomate in good standing with ACLAM, and/or be a member of laboratory animal medicine or science organizations such as AALAS, ASLAP, APV, or CALAM.
- Must be willing to commit at least 12 months to the mentoring relationship and embrace the goals and objectives of the arrangement.
- Must have the ability to communicate and build a strong and effective professional relationship based on honesty, trust, and sincerity.
- Be a good listener, and be able to offer career advice without bias, passing judgments, or interjecting personal ideologies.
- After some self-reflection and consideration of the mentee's goals, if you realize that you do not have the skills and experience necessary to attain the goals identified for the relationship, be comfortable saying so for a reassignment.
- Willing to be "matched up" by the Mentoring Coordinator with one (or more if agreeable) Mentee based on the information provided on the Mentor Registration Form and his/her supplemental CV.

### Expectations:

- At first introduction, clearly establish:
  - The goals for the relationship – should be specific, attainable and measurable;
  - The scope of responsibilities each partner is assuming, including what the time commitments will be;
  - The logistics of the relationship, that is, how, when (and where) communications will occur – recommend communication by e-mail or by phone (or in person once in awhile if geography permits) during regular business hours at least once per month (recommended);
  - How to deal with confidential information (where appropriate);
  - What topics or issues are outside the scope of the relationship (boundaries);
  - How obstacles or problems are to be dealt with; and
  - How and when to end the relationship.
- Be available to review the progress of the relationship (recommend at least once a month if possible) with the Mentoring Coordinators and work out any minor concerns and discuss how the relationship can be improved.
- Introduce the mentee to networking opportunities based on mentee's personal career goals and expectations.
- A mentor WILL NOT:
  - Be expected to take lead in the relationship, such as setting up meetings and driving the mentee's career development.
  - Spend more time on the relationship than he/she is willing or able to give.
  - Continue the relationship beyond the agreed-upon time period unless mutually agreeable.
  - Give advice regarding personal problems, financial concerns, or emotional issues.
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### Recommended Reading:

Suckow M.A., Sharp P.E., Alford J.A., Lindsey J.R., Maickel R.P. and Ringler D.H. "Effective Mentoring of Laboratory Animal Science Professionals." *Contemporary Topics* 34(6): 57-60, 1995.