

The logo features a stylized white 'N' on the left, composed of two curved lines. To its right, the text 'NAR' is stacked above 'SPiRE' in a bold, white, sans-serif font. The 'i' in 'SPiRE' is lowercase and has a dot, while the other letters are uppercase.

NAR SPiRE

make your mark.



NATIONAL
ASSOCIATION OF
REALTORS®

MENTOR GUIDELINES

DO'S AND DON'TS OF BEING A MENTOR

DO

- Challenge, motivate, inspire and encourage
- Be patient and build trust
- Offer alternative perspectives
- Encourage self-directed reflection, analysis and problem-solving
- Establish boundaries with your mentee—Remember personal safety. (Optional)—Face to face meetings can take place in public places adhering to CDC guidelines.

DON'T

- Simply provide solutions but advise about or identify resources to assist the student to make their own decisions
- Assume responsibility for the mentee's career success. Rather, provide tips on networking successfully and comments on various strategies to succeed.
- Offer “personal” counseling or life coaching that is not related to professional or personal development
- Neglect agreed commitments without explanation
- Hesitate to contact your mentee if you have not heard from them
- Meet in places that make you uncomfortable

WHAT SHOULD YOU TALK ABOUT DURING YOUR FIRST MEETING?

- Clarify expectations about the extent to which you will offer guidance concerning professional issues as you work together to define learning objectives
- Discuss and define common goals and focus and how you will interact in the future
- Discuss what you can offer: information, skills and experience
- Discuss any questions or concerns



MENTEE GUIDELINES

DO'S AND DON'TS OF BEING A MENTEE

DO

- Be committed
- Question and reflect
- Communicate openly
- Be open-minded to opportunities, new experiences and different ideas
- Accept feedback and learn from it
- Be appreciative and respectful of your mentor's time
- Remember personal safety. Face to face meetings should take place in public places. (Optional)—Face to face meetings can take place in public places adhering to CDC guidelines.

DON'T

- Have unrealistic expectations
- Neglect agreed commitments without explanation
- Hesitate to contact your mentor if you have not heard from them for a while
- Meet in places that make you uncomfortable

WHAT SHOULD YOU TALK ABOUT DURING YOUR FIRST MEETING?

- Clarify expectations about the extent to which you will offer guidance concerning professional issues as you work together to define learning objectives
- Discuss and define common goals and focus
- Discuss what you can offer: information, skills and experience
- Decide how you will interact in the future
- Discuss any questions or concerns



MENTEE GUIDELINES

MENTEE'S NAME: _____

DATE: _____

Where do you hope to be in five years?

What do you hope to gain from this relationship?

What role do you expect your mentor to play?

Are there any ground rules you would like to set (e.g., confidentiality, openness, candor)?

What are your greatest strengths?

What are your greatest weaknesses?

QUESTIONS TO CONSIDER

NOTES

How would you like to go about achieving your learning goals?

What items would you like to discuss in these meetings? *(check all that apply)*

- Managing a work-life balance
- Background of the Industry
- Competency Development
- Long-term Career Goals & Values
- Career-Pathing within Field of Choice
- Educational Opportunities
- Other:

Are there any topics of urgent interest?

Are any topics off limits?

What do you think will be challenging about this relationship?

WEEK 1 OBJECTIVES

MONTH _____ ACTION PLAN

Mentee's Action Steps

Mentor's Action Steps

Support Network's Action Steps (*Role of manager, peers, etc.*)

Educational Session Takeaways/Applications

Potential Barriers (*Risk mitigation steps*)

Success Measures (*Must be measurable and results-focused*)

Target Completion Date(s)

WEEK 2 OBJECTIVES

MONTH _____ ACTION PLAN

Mentee's Action Steps

Mentor's Action Steps

Support Network's Action Steps (*Role of manager, peers, etc.*)

Educational Session Takeaways/Applications

Potential Barriers (*Risk mitigation steps*)

Success Measures (*Must be measurable and results-focused*)

Target Completion Date(s)

WEEK 3 OBJECTIVES

MONTH _____ ACTION PLAN

Mentee's Action Steps

Mentor's Action Steps

Support Network's Action Steps (*Role of manager, peers, etc.*)

Educational Session Takeaways/Applications

Potential Barriers (*Risk mitigation steps*)

Success Measures (*Must be measurable and results-focused*)

Target Completion Date(s)

WEEK 4 OBJECTIVES

MONTH _____ ACTION PLAN

Mentee's Action Steps

Mentor's Action Steps

Support Network's Action Steps (*Role of manager, peers, etc.*)

Educational Session Takeaways/Applications

Potential Barriers (*Risk mitigation steps*)

Success Measures (*Must be measurable and results-focused*)

Target Completion Date(s)