**Tips on Getting to Know Your Mentor**

**What should I do when I meet him or her?**

* Smile.
* Look your mentor in the eye.
* Offer your hand with a firm hand shake.
* Tell your mentor your name.

**What do I say when I meet my mentor?**

* Say that you are excited about the opportunity to work with him or her.
* Confirm that you are excited about your project.
* Get to know your mentor by asking a few questions. Below is a list of some "conversation starters." (You may think of more.)
  + What did you do right after you graduated from high school? Would you do what you did again?
  + What do you like most about your work? Least?
  + What kinds of things do you do in an average week?
  + In what ways did your education prepare you (or not for this job?
  + Whom in your field do you admire? Why?
  + How did you choose your career?
  + What are the advantages of work in your field? Disadvantages?
  + What do you think determines a person's progress in a good company?
  + How did you get where you are?
  + Do you, or did you, have a mentor(s)? In what ways did you benefit? How did that person help you?
  + What do you think is the most important factor in success?
  + What is the appropriate dress?
  + What will my schedule be?

**Questions you should be prepared to answer**

* What can you tell me about you?
* What are your goals after college?
* How is school going?
* What is Senior Project?
* What is your goal from this mentorship?
* What do you expect from me as a mentor?
* What benefits do I get from mentoring?
* Why should I give you my time?

**Directing the Discussion**

* Keep the focus on yourself--not your family or friends.
* Give examples that illustrate your qualities, interests, and achievements:
  + Class projects/competitions
  + Volunteer activities and awards
* Concentrate on the present and the future, rather than the past
* Concentrate on your strengths and on the goal for which you are willing to work very hard
* Be Positive
* Focus on aspects of school you like, or find particularly satisfying or challenging.
* Mention areas where you have experienced success, or some upcoming class or project that you are anticipating.
* If you have negative feelings about something, do not bring it up at your first meeting.
* Keep in mind, the mentor's age and position do not obligate you to answer any question that you would rather not answer. In a nice way, you can shift the conversation to something more positive. For example, you might say:
  + That was not my most successful moment. I am much more interested in...
  + I would need to think about that for a while.
  + I am not sure how to answer that question.

**What Will Your Mentor Expect From You?**

* Good work habits – turn off the cell phone!
* Punctuality -- be on time
* Dress appropriately
* Don't.wear a hat, shorts, miniskirt, or sunglasses
* Don't wear too much jewelry or make-up
* Don't eat while working
* Maintain and demonstrate a positive attitude
* Come prepared
* Be alert and enthusiastic, try to make a good impression
* Be willing and eager to talk; be willing and eager to listen
* Be honest. Don't brag or exaggerate
* Look at the mentor and other adults when speaking to them

**Challenges You Will Face**

* You will be in the 'real world' and using 'real world' rules
* Working as an intern is quite different from what you have experienced at school
* The typical day is very fast paced and very demanding
* Your will need to learn the expectations of your mentor quickly
* Listen to your mentor and follow his or her directions