



Full-Time MBA
MAYS BUSINESS SCHOOL

HOW TO BE A GOOD MENTEE

RESPONSIVENESS

- We encourage a best practice of responding to a mentor's response within 48 hours to inform them you've received their message or schedule a touchpoint.
- Schedule a meeting with them promptly and be respectful of their time.
- Early is on time, on time is late and late is unacceptable

BE PROFESSIONAL

- For virtual and in-person meetings, dress appropriately for the occasion.
- Always remember your brand and that you are a product of Mays Business School and the FT MBA program.
- Communication, no matter the mode, should remain professional and polite.

KNOW PARAMETERS

- This mentor relationship is meant to assist you on various topics, such as relationship building, support surrounding large life/career changes, difficult conversations, etc.
- Create a sense of transparency surrounding boundaries and scheduling with your mentor - everyone's schedules are different.
- Remember that this is not a relationship to directly network for an internship or full-time role.

BE TRANSPARENT

- Be honest with the mentor after your first connection.
 - What are your goals for the relationship?
 - How can they best serve you?
 - Are they the best person to assist you at this time?
- Share open and transparent details with how you want to improve yourself personally and professionally.
- Know when it's time to close and shift to the next relationship.