Tips for Building a Strong Relationship with Your Mentor

■ Be responsible

You must reach out to your mentor at least once per month. Your mentor has agreed to be a resource to you but you are responsible for taking advantage of them as a resource.

■ Be transparent

Your mentor is here to help you. Be honest with them about what you need from them as a mentor, what areas you are concerned about, where you need specific guidance, etc. This is your relationship and you should be productive with your time by being clear about your needs.

■ Be respectful of time

Many mentors work, have family's, etc. Be respectful of their time by providing advanced notice of when you would like to meet and how long you would like to meet for. Be prompt and arrive to schedule meetings a few minutes ahead of time.

■ Make the most of this opportunity

There were many students who applied and were not selected. Your mentor has valuable insight and knowledge that they are freely giving to you. What you put into this program, will be reflected by what you get from this program.

Topics to Discuss with Your Mentor

■ Things they wished they knew when they were a student
■ Job interview advice
■ What they like most/least about their job
■ Challenges they faced when they first graduated
■ Work life balance
■ Salary negotiation
■ Typical expectations of a young engineer
■ Tips and the importance of networking
■ How to develop and strengthen soft skills (ie. communication, presentation, and writing skills)
■ Lessons learned over the years
■ What should you focus on now, in 5 years, in 10 years, etc.
■ Handling conflict in the workplace and common causes of conflict
■ How to make a successful sales pitch

Questions? Contact Barry Tolchin at tolchin.5@osu.edu or 614.292.5103 (office).
## Getting to Know Your Mentor

- Why did you decide to serve as a mentor?
- What did you do after graduation and what has been your career path?
- What is one thing you wish you knew, when you were a student?
- What was the most challenging thing for you when you were at OSU?
- Were you involved in any organizations when you were a student?
- Are you involved in any professional organizations now?
- What has been one of the biggest things you’ve learned to help you be successful?
- What is one thing you are most proud of in your career?
- What do you like to do in your free time?
- Are you a big football fan?
- Do you have family in the area?

## Contact Information

- Phone ________________________________
- Email ________________________________
- What is the best way to reach you?
  - [ ] Email
  - [ ] Phone
  - [ ] Text

## Our Next Meeting Will Be:

- Date ________________________________
- Time ________________________________
- Location ________________________________