

Guide to Help You Find Appropriate Mentors & Sponsors

- **Identifying potential mentors/sponsors**
 - Check with section chief/department chair/current mentor for mentors/sponsors outside your section/department/institution
 - Check BU Profiles (<http://profiles.bu.edu/search/>), enter keywords to identify additional potential names
 - Make sure your BU Profiles page is up to date (<https://weblogin.bu.edu//web@login3?jsv=1.5p&br=un&fl=2>)
- **Targeting mentors & sponsors**
 - Area of expertise
 - Ability to provide insights into your career/project/dilemma
 - Interest in your career
 - Constraints
 - Availability of time
 - Meeting location/in person/skype
 - Compatibility
- **Have mentor/sponsor identify other**
 - Resources – both within and outside institution
 - Potential colleagues, collaborators, or mentors
- **If you both think it would be mutually beneficial to meet again**
 - Establish preferences for meeting times and communication

Suggested questions for your informational interview
<p>Succinctly describe purpose of meeting</p> <ul style="list-style-type: none"> • Who you are (give your elevator pitch - LINK) • What the purpose of the meeting is or what you are seeking mentoring on (e.g., research project, career advice, specific dilemma) • I am seeking you out because of... <ul style="list-style-type: none"> ○ Engage your mentor around the specific area you are seeking mentorship in <ul style="list-style-type: none"> ▪ How did he/she become interested in a particular field? ▪ How did he/she end up in a particular professional role?
Describe your goal or dilemma and your potential approaches. Does mentor/sponsor have observations about potential unseen challenges?
Does mentor have suggestions for additional resources – both within and outside institution?
Does mentor have suggestions for additional potential colleagues, collaborators, or mentors?
Does mentor think they are a good match for you (expertise/interest/bandwidth)?
Does mentor have constraints or preferences for meeting (location/in person/skype)?
Does mentor have preferences for communication between meetings?
Does mentor have expectations for follow-through, progress, agendas, etc.?
If potential match, set up next meeting. Ideally set up all meetings for academic year as early as possible.

Tips for Productive Relationships with Your Mentors & Sponsors

Programming for Success with your mentor/sponsor

- A. Get to know your mentor/sponsor's interests so you can tailor questions to his or her strengths.
- B. Suggest to your mentor that you will send agendas to him/her prior to your meetings as an organizing principle. Send your current CV/biosketch prior to the first meeting.
- C. Arrive at each meeting with an explicit goal you would like to achieve. Leave space at the beginning of each meeting for your mentor to articulate what is on his/her mind.
- D. Summarize next steps at the end of the meeting.
- E. If appropriate, schedule f/u appointment with mentor/sponsor (consider making this the last item of your agenda).
- F. Email afterwards succinctly summarizing big takeaways, and expressing thanks.
- G. Record and follow up on suggestions from mentoring sessions.

If a longitudinal relationship:

- H. If suggestions do not work out, present your mentor/sponsor with several potential alternative strategies.
- I. Use your mentor's/sponsor's preferred form of communication.
- J. Be respectful of your mentor's/sponsor's time – arrive on time and prepared for meetings, share progress and challenges on goals relevant to your work together.
- K. Establish a timeline for project and/or career milestones, and share the timeline with your mentor/sponsor.
- L. Keep your CV updated and share new accomplishments (e.g., grants received, new leadership positions) with your mentor/sponsor.
- M. Say, "Thank you." If your mentor deserves praise, write a letter expressing your gratitude to his or her department chair.