

American Society for Public Administration (ASPA) Sacramento Chapter Mentorship Program
Expectations of Mentors

To participate in the ASPA Sacramento Chapter Mentorship Program, as a general guideline, the mentor are expected to:

- Accept the mentorship relationship for at least 12 months or until one or both of you decides to end it.
- Keep regular contact with your mentee, and meet as often as your schedules permit (1 hour per month recommended).
- Provide help, serve as a learning broker, and be an objective sounding board for issues relating to the mentee's career goals and development.
- Provide suggestions and advice on goals activities, and progress.
- Avoid making judgments or issuing evaluative statements.
- Be explicit that you are only offering suggestions that should be weighed along with advice and ideas received from other coaches or mentors, or from the mentee's supervisors and co-workers.
- Keep any commitments made.
- Provide and be open to feedback. When providing feedback, be honest, yet tactful.
- Keep the content of discussions within the mentoring relationship confidential. All your exchanges with your mentee--both personal and professional--are subject to the expectations of professional confidentiality. Although this confidentiality is legally limited, neither of you should discuss the contents of your discussions with anyone else without the written permission of the other.
- Try to work out any minor concerns about the relationship.
- Mentors should assess the mentoring relationship at least annually and contact the Program Director for advice or needed changes. ASPA will distribute quarterly survey forms for this purpose.
- Don't be afraid to end the relationship if either you or your mentee are unable to keep the terms of the contract. Remember, the "no fault" separation policy.

Unreasonable Expectations Regarding Mentors

As a general guideline, the mentor should not be expected to:

- Provide the mentee with personal introductions to other people unless they're comfortable doing so.
- Spend more time on the relationship than he or she is willing or able to give.
- Always take the lead in the relationship, setting up all meetings and driving the mentee's career development.
- Continue the relationship beyond the agreed-upon time period.