



Tips for Professional Engagement with Mentors

A mentor will play important part in your professional development journey. Below, we have provided a few best practices to assist you in interactions with your Mentor/business person.

- Typically, you should schedule an appointment to meet with your Mentor; however, once you get to know each other better, ask if it is ok to reach out with questions outside of scheduled times.
- Meet in a public setting or in a campus meeting room, if possible. Do not meet with your Mentor at a bar or in your residence hall/apartment.
- Offering/accepting car rides is generally unnecessary given the walkable nature of campus and the surrounding community. If your Mentor offers you a ride, politely decline; similarly, if your Mentor lives locally or is visiting campus, do not offer them a ride.
- Focus on professional activities and skill-building discussions when you meet. For example, do not go out for drinks or go on hikes together. Similarly, avoid stories related to heavy partying or other social activities.
- Dress professionally or in business casual attire when meeting in person or during video chat sessions.
- Greet your Mentor with a handshake, not a hug.
- Use your Mentor's proper (first) name unless directed otherwise by your Mentor.
- Utilize on-campus support resources for personal issues, such as dating, family issues, money issues, etc. rather than discussing these topics with your Mentor.
- Handle social media engagement with your Mentor as you would handle connections with a potential employer. Be respectful of your Mentor's preferences for communicating via social media.
- Questions on the above points or other areas of professional engagement should be directed to Jennifer Crispell in the Smeal Office of Alumni Relations at jmo182@psu.edu.