



Mentor's Handbook

A quick overview of the GS
divisions' mentoring program

How can I be a good Mentor?

- **Be accessible!**
 - Don't hesitate to reach out to your mentee whenever he/she does not initiate interactions
- **Be connected!**
 - You can have a strong impact on your mentee by introducing him/her to a network of colleagues
- **Be objective!**
 - Be careful to respect the mentee's intellectual independence, and avoid a competitive relationship.

What are *our* goals?

The mentor and mentee share a goal: to maximize the mentee's ability to flourish and contribute to the Laboratory community.

Short-term goals

- **Familiarization with the division and its resources, and awareness of Lab policies/procedures.**
- **Introduction to colleagues; identification of other possible informal mentors.**
- **Positive feedback, constructive criticism and encouragement**

Long-term goals

- **Developing visibility and prominence within the profession.**
- **Achieving career advancement.**

How do I get started?

The mentoring program has a simple structure.
If you have a mentee already, just drop by to introduce yourself!

Recommendations

- keep in touch with mentor program office
- have a look at the list of useful questions
- for the first six months, meet at least monthly with your mentee, afterwards at least every other month
- meetings can be informal and should be 30 to 60 minutes long
- send tips, experiences, and feedback to: GS-mentors-list@lbl.gov

If you would like to join, contact GSMentoringCzar@lbl.gov

What do I get out of it?

- **Satisfaction!**
 - You will watch a new colleague develop with your assistance
- **Inspiration!**
 - Interacting with your mentee might generate ideas and feedback about your own professional work
- **A broader network!**
 - This program connects you to your mentee as well as to other participating colleagues
- **A better division!**
 - Mentoring should help your division to retain excellent colleagues, and improve the quality of everyone's work

... and also ...

- **Recognition!**
 - Your willing service to the laboratory won't go unnoticed.