



# BITE-SIZED CAREER STRATEGIES

## Finding a Mentor

Most successful people do not advance in their career all on their own; many have mentors. What is a mentor? A mentor is someone you know and trust to provide you with feedback and advice. A mentor is not the same as a coach — coaches typically employ active listening and good questions to help you reach your own conclusions about a specific skill or reaching certain goals, while mentors generally take a broader, more holistic approach to your development.

- **How can you find a mentor?**

- If you are looking for a mentor, ask individuals who you admire, you trust, and you know. Your mentor can be inside or outside your organization. Many government agencies and larger corporate organizations have formal mentoring programs so you should check with your Human Resources office to see if one is available to you.

- **What does a mentor do?**

- Mentors typically share their own experiences and career paths. They can serve as a sounding board if you have questions about navigating your organization; serve as a role model; offer encouragement and feedback; and help you achieve your goals.

- **What should a mentee do?**

- Establish goals to be successful and discuss those goals with your mentor. Schedule specific times to meet with your mentor and be respectful of the mentor's time and priorities. Don't limit yourself to just one mentor over the course of your career — different mentors can offer different perspectives as you progress through your career. And don't forget to express gratitude to your mentor.

Everyone can use a mentor — they are not just for entry-level employees, and, pay it forward — it can be gratifying to be a mentor yourself!



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