

**Defense Civilian Personnel Advisory Service**

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**MENTORING BENEFITS FOR MENTEES**

DOD Mentoring Resource Portal

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## MENTOR GUIDELINES

### Purpose:

To list the mentoring benefits Mentees will gain as they go through the mentoring process.

### Audience:

Mentees

### Context:

After matching selected Mentors to Mentees, HR (or the Mentoring Program Coordinator) should provide general guidelines to the Mentors on how to have a successful mentoring relationship. This guide should be accompanied by some sort of training.

### How to Use:

- **Step 1:** Customize the guide and make any adjustments to fit specific DOD Component/Agency mentoring needs.
- **Step 2:** Add additional information specific to your DOD Component/Agency, such as additional guidelines for successful mentoring relationships.
- **Step 3:** Share the guide with the mentors.

### Common Terms

The following are common terms associated with the DOD Mentoring Resource Portal:

*Mentor*, also known as Advisor, is a trusted counselor or guide who is involved in the development and support of one who is less experienced.

*Mentee*, also known as Mentee or Learner, is the more junior person being mentored.

*Mentoring Program Coordinator*, also known as Mentoring Program Manager, is responsible for the overall management of the Mentoring Program.

### Information Source Disclaimer

Most of the information on this mentoring resource was obtained from the following sources: [U.S. Navy Human Resources Officer Mentoring Program Guidebook – July 2013](#), [WHS Director of Administration and Management Enterprise Mentoring, Tools for Learners](#). All content is provided for informational purposes only.

## **1.0 MENTORING BENEFITS FOR MENTEES**

Mentoring is a special partnership between two people based on commitment to the mentoring process, common goals and expectations, focus, mutual trust and respect. Both the Mentor and the Mentee give and grow in the mentoring process. You, the Mentee, can learn valuable knowledge from the Mentor's expertise and past mistakes. You can increase your competencies in specific areas. You can establish valuable connections with higher level employees. You, the Mentee will get many benefits from this experience. Here are just a few additional benefits you might consider:

- Having a caring ear to hear your triumphs as well as your frustrations. Mentees are provided a role model and a sounding board.
- Developing your skill as a “planner” - getting a sharper focus on what’s needed to grow professionally.
- Developing your skill as a “learner”- getting new ways to acquire new skills.
- Developing your skill as a “communicator” – improving your ability to express your expectations, goals, and concerns.
- Learning what it is like to be in a higher level position.
- Getting an advocate within the organization – increase visibility.
- Receiving knowledge about the “ins and outs” of the organization.
- Getting honest feedback.
- Mentoring builds confidence and encourages the individual to grow beyond the usual expectations.
- Mentees have a better understanding of the organization and what is required to succeed and advance.
- For the novice Mentor, mentoring allows for a smoother transition into the workforce. A new workforce member may join the organization with unrealistic expectations and naïve illusions. A Mentor can make this adjustment period easier through communication, understanding, and guidance.
- Studies indicate that Mentees report greater career satisfaction, and their performance and productivity ratings tend to be higher.

## **2.0 MENTORING DIFFICULTIES**

Not everything is positive in Mentoring; it also carries some difficulties, for example:

- Takes time and energy away from other tasks
- Risks—Mentor may not succeed; Mentee may become dependent
- Supervisors/peers may feel alienated