

Career Advising Basics: 1 to 4

1. Getting Started: Introductions

(Mentor and Mentee)

- take the initiative and introduce yourself
- mention that the Equity Advisor paired you together
- describe the length of your affiliation at UC Irvine plus department & rank
- indicate that you are interested in getting acquainted at a convenient time in the near future

2. Keep it general at the initial meeting: Building a rapport takes time

(Mentor and Mentee)

- describe what type of advice or feedback you are interested (department, school, campus, Irvine)
- listen and learn about each other
- thank each other for taking the time to get acquainted
- let the Mentee take the initiative regarding next steps
- schedule a follow up meeting to discuss priorities at greater length, if a rapport exists.
- contact the Equity Advisor if another mentor is necessary

3. Follow up meeting(s): Always maintain a professional and non-judgmental rapport

(Mentor and Mentee)

- solicited advice and feedback may vary, but generally fall into the categories below:
 - making sense of the personnel process
 - (merits, appraisals, promotion, retention)
 - getting the most out of department, school and campus career resources
 - (personnel, offices, programs)
 - climate, fairness, and getting along with colleagues
 - equity in teaching and service assignments
 - family friendly accommodations
 - collegiality
 - mediation and conflict resolution

4. Listen and listen some more: It's about the Mentee's priorities, not yours

(Mentor)

- all conversations and communications are confidential
- don't minimize a Mentee's concerns or priorities
- restate the Mentee's concerns or priorities and/or ask clarifying questions
- you may suggest an action to be taken, but it is up to the Mentee to follow through or not
- do not undertake an action on behalf of the Mentee without first obtaining his or her permission
- provide information that is accurate
- if you do not know, admit it and, if appropriate, suggest additional sources
- be reliable: if you can't attend a meeting or prefer to discontinue the mentoring relationship, let the Mentee know

Reimbursement: Through your (Equity Advisor) administrative budget provided by the ADVANCE Program, you are encouraged to provide financial support for these faculty pairings to meet over coffee or lunch. All University policies for meals/refreshments are applicable. Some schools have set monetary limits for these meetings (limit of reimbursement to \$20 or \$30 for lunch for 2 persons). A form for reimbursement must be completed by the Mentor and forwarded to the Equity Advisor for approval. This form is then sent, along with the original receipts, to Dina Jankowski, ADVANCE Program Coordinator. You should contact Ms. Jankowski

for any questions you may have regarding the reimbursement process. She may be contacted via email at djankows@uci.edu or at ext. 49635.