

## Working with Swartz Center Mentors

Each year the Swartz Center for Entrepreneurship requests accomplished, experienced industry professionals to provide pro-bono help to CMU founders. Working with these mentors can be incredibly beneficial for a founders' personal and professional growth. We request you be respectful of mentors' time and follow outlined key expected behaviors to make the most of the relationship.

### Expected Behaviors

#### 1. Be Prepared and Proactive

- **Set Clear Goals:** Understand what you want to achieve and communicate these goals to your mentor.
- **Do Your Homework:** Come prepared with questions, topics or challenges you want to discuss. Show that you've put thought into the sessions.

#### 2. Be Respectful of Their Time

- **Punctuality:** Always be on time for meetings.
- **Time Management:** Stick to the agreed-upon meeting duration, unless they offer more time.

#### 3. Be Open and Honest

- **Transparency:** Share your challenges and successes honestly. Mentors can only help with what they know.
- **Feedback:** Be open to constructive criticism and use it as a learning tool.

#### 4. Show Gratitude

- **Acknowledge Their Efforts:** Express your appreciation for their time and guidance.
- **Reciprocity:** If you can, offer help or support in areas where you may have expertise.

## 5. Follow Through

- **Implement Advice:** Take action on the advice given, and report back on progress.
- **Continuous Engagement:** Stay in touch regularly, even if just to update them on your progress.

## 6. Maintain Professional Boundaries

- **Respect Their Role:** Understand that mentors are there to guide, not to make decisions for you.
- **Avoid Overdependence:** Seek their input on critical matters, but make sure you're developing your own decision-making skills.

## 7. Be Patient and Persistent

- **Long-Term Focus:** Understand that the relationship and the benefits may develop over time.
- **Resilience:** If you don't see immediate results, remain committed and persistent in applying their advice.

## 8. Communicate Effectively

- **Clarity:** Be clear and concise in your communication.
- **Active Listening:** Pay attention to their advice and ask clarifying questions if needed.