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Northwest Editors Guild Peer Mentoring Program

Welcome! This document provides some guidelines for embarking on your mentor/mentee relationship. I thank all of you in advance for participating and for being professional and respectful of one another. Any questions along the way? I'm here to help in any way I can—that's my job and my pleasure. I look forward to hearing from you. Thank you for participating!

—Nevin Mays, program coordinator
mentoring@edsguild.org

LOGISTICS

- **Getting started:** This doc is attached to an email that pairs you with a mentor or mentee. Please get in touch with each other to introduce yourselves. Please also read the “Tips for Mentors” and “Tips for Mentees” on the next page. You'll likely want to start by setting up a first meeting, virtual or otherwise, to get to know each other. What mentor-mentee pairs do after that is up to you.
- **Timeline:** Each mentoring session is approximately 10 weeks long, so roughly from now until the week of October 17, 2020. Going on vacation? Have a pressing deadline? Just let your mentor/mentee know that you need to negotiate an adjusted timeline. (If your timelines clearly do not mesh, please let me know right away so that other arrangements can be made.)
- **Check-ins:** I'll check in periodically via email to see how things are going. You can always check in with me at any time, and I'll aim to get back to you in 2 business days or less.
- **Related events:** The mentoring program coordinating team are working to schedule several events related to the mentoring program, both online and in person in Seattle (when safe). Keep an eye on your email for dates and reminders. If there's something you'd like to see happen, please let me know!
- **Feedback:** I am happy to hear your ideas and experiences at any time. There is a short list of questions at the end of this document that may help spark discussion at mentoring program events—you might make notes as you go or send me comments by email. I will also send you an online survey at the end of your mentoring session that you can fill out either with your name or anonymously. Your answers will help us improve this program. Thank you!

TIPS FOR MENTORS

- **Please set clear expectations** about how much time you can offer, what your availability might be, and how you're able to communicate (e.g., email, phone, in person). For example, one mentor once told a mentee that she would usually respond to email within 2 business days and could offer an average of 1 hour of discussion/exchange a week via email, phone, or Skype. Sometimes she responded to occasional emailed questions; other times mentor and mentee sat together in person to work on a résumé or business plan. (You may be more or less specific! We all have our own personalities.)
- **Please be responsive** according to the expectations you establish and respect your mentee's time as well as your own. You can also model communicating professionally about whatever is going on with you throughout your relationship with your mentee. Every experienced editor knows that "life happens" at unexpected times. If something comes up that leads you to put your mentoring relationship on the back burner, let your mentee know that you may be out of touch and when you expect to be able to respond again.
- **Don't know the answer? That's OK!** Mentors aren't expected to know everything. Questions you can't answer might offer an opportunity to brainstorm with your mentee, learn something new, and/or refer your mentee to another person they might like to meet or resource they might like to investigate.

TIPS FOR MENTEES

- **Think of some concrete goals** you have for this mentoring relationship, to work on over the upcoming 10 weeks. Do you have specific questions? Discrete tasks you want help with? Discuss options with your mentor during your first meeting. The clearer you are about your goals, the more likely it is that your mentor will be able to respond with usable suggestions or advice. Or maybe your question is precisely that you're **not** clear on what to do next in your career, in which case you might ask for help in thinking through possible options.
- **Please respect your mentor's time and practice communicating professionally.** Your mentor is someone you can talk to about career-related fears and insecurities. Your mentor is also a professional colleague. Practice communicating professionally about what is going on with you throughout your relationship with your mentor. Every experienced editor, whether

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freelance or in-house, knows that “life happens” at unexpected times. If something comes up that leads you to put your mentoring relationship on the back burner, let your mentor know that you may be out of touch and when you expect to be able to respond again.

- Regardless of the help you’re looking for, **consider using your mentor for what they have to offer.** If your mentor doesn’t know the answer, has no experience in a particular area? That’s OK! Find out about your mentor and extrapolate their experience to your own situation. Ask your mentor for ideas about how to explore your specific interests. All mentors have life and editing experience that could prove useful to you in unexpected ways.

TIPS FOR MENTORS AND MENTEES

- **Please contact me with any questions.** If there is anything about your mentoring experience that isn’t going quite right for you, please do email me as soon as you realize there’s a problem. I am happy to discuss options and ideas, and I want to know what’s working and what’s not working so I can improve the Guild’s mentoring program over time.

SCHEDULE OF EVENTS

Note: In non-pandemic times there are in-person meetups about once a month in Seattle and less often in Portland. These are open to all Guild members and non-members. There are also monthly online chats focused on mentoring-type topics and these are open to members and non-members. You don’t have to be a current mentoring program participant to join the meetups or the chats.

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QUESTIONS TO CONSIDER (for mentoring program happy hours and online chats)

1. What priorities have you (or your mentee) chosen to focus on during the mentoring session?

2. Is your mentor/mentee experience proving worthwhile to you?

___ Yes, because: (please elaborate)

___ No, because: (please elaborate)

3. What, if anything, would make the Guild mentoring program more worthwhile for you?

4. Have you found any particular resources that you would recommend to other Guild mentors or mentees?