



TEA Mentor Connect

Mentee: How To Start

The themed entertainment industry is a diverse community full of professionals with wide-ranging areas of expertise. Regardless of where we find ourselves in the story of our careers, we all have experiences to share and lessons to learn.

TEA Mentor Connect exists to provide a place for the sharing of knowledge and expertise. ALL members are invited to participate as a Mentor, Mentee, or both!

How to get started:

1. From the Mentorship page, click on GET STARTED under **Mentees** and create your profile by clicking on the link and following the instructions on the form.
2. Once your profile is complete you will be able to search for a Mentor.
 - a. You can search by keywords or location
 - b. Or leave all filter menus blank and click on **Search** to see all available Mentors
3. When you find a Mentor that you would like to engage, click on **Request Engagement** and the system will automatically send the request to the Mentor.
4. You will hear back from the Mentor via email and be informed if they accepted or rejected your request.
5. Once a mentorship is accepted, you will be able to log into your Mentee Dashboard and communicate directly with the Mentor.
 - a. After the initial connection, your Mentor will contact you directly for engagements.
 - b. When the mentorship is complete, your Mentor will “close” the engagement in the system and you will receive a confirmation email.



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Mentee: Tips For Success

1. **Do a little advance work.** Familiarize yourself with your mentor's profile, their career path, the company they work for - compose 2 or 3 questions tailored to their background and focus on the topic you wish to discuss and send them in an email advance of your meeting.
2. **Prepare an introduction.** Have a succinct introduction (30 seconds or less) of yourself ready to go. It is important to share your interests, what motivates you and why you've chosen your career path to help your mentor get to know you. But keep it brief as you want to leave as much time as possible to learn!
3. **Create more questions for your conversation.** Prepare plenty of questions/topics for discussion and have them handy when you meet. This will help keep the conversation moving and focused.
4. **Be open.** Take advantage of learning from mentors outside of your field. You never know how a different perspective can help you grow!
5. **Be Considerate.** Keep your connection requests limited to a couple of mentors at a time. Allow your fellow mentees the opportunity to connect too.
6. **Be on time.** Make the most of your time with your Mentor. Be prompt. If you can't avoid being late or missing your meeting let your mentor know as far in advance as possible.
7. **Be appreciative.** After your meeting, it is always a good idea to send a short note thanking your mentor for their time and advice.
8. **Don't be discouraged.** If you aren't able to connect with some of the mentors you reach out to try again in the future. Mentors may have limited schedules that fluctuate.
9. **Pay it forward.** As you gain knowledge from others and gain your own stories be sure to pass it along whenever you have the opportunity.



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How to get started:

1. From the Mentorship page, click on GET STARTED under **Mentors** and create your profile by clicking on the link and following the instructions on the form.
2. Once your profile is complete it will be sent to a TEA administrator to approve.
 - a. You will receive an email notification indicating whether your request to be a Mentor was accepted or rejected.
3. Once approved, you will receive email notifications when a Mentee has requested a mentorship with you.
 - a. You will log into the Mentor Dashboard to accept or reject engagement requests under **Pending Requests**.
4. Once a mentorship is accepted, you negotiate and set expectations for time commitment upfront so you both get the most value from your interactions.
 - a. After the initial connection, you will contact your Mentee directly for engagements.
5. When the mentorship is complete, you will “close” the engagement from the Mentor Dashboard system
 - a. Click on **View Detail** next to the Mentee’s name under **Active Engagements**, scroll to the bottom of the page and click on **Close Engagement**.