**OPM Pathways Mentor Information Sheet**

OPM Pathways participants are required to have a Mentor.

**What is a Mentor?**

A Mentor is defined as a “coach or guide entrusted with the orientation and education of another; a tutor”

**Mentor Roles and Responsibilities**

* + Help the student adapt to the new community. Help the student to feel welcome!
  + Ability to serve as a role model and resource for the student.
* The mentor shall only mentor, not supervise.
* Willingness to serve as a mentor on a volunteer and collateral duty basis.
* Exhibit leadership skills and innovation in own career path(s).
* Commitment to assisting and advising the student.
* Demonstrate patience and cooperation in working with student.
* Serve as an unbiased coach, tutor and confidant with whom the student may discuss work-related and other concerns that the mentor and student perceive as affecting the student’s job performance and career development. Those things shared are confidential and shall not be shared with the supervisor unless given permission by the student participant.
* Ability to communicate effectively in one-on-one situations with the student, and provide feedback (positive and constructive).
* Provide positive and constructive suggestions on proper office demeanor and acceptable work ethics. This should be coordinated with the student’s supervisor.
* Demonstrate the ability to facilitate the student’s orientation and acclimation to the professional working world by providing technical support, administrative guidance, encouragement and feedback.
* Evaluate the effectiveness of the mentoring relationship and encourage suggestions for change or improvement.