



Mentoring Instructions: For Mentees and Mentors

- Review the Mentoring Guide and note these are the guidelines both the Mid Tennessee chapter and MTSU Insurance department have agreed upon and which your cooperation in following them is anticipated.
- If mentees or mentors have any questions about the guidelines, feel free to contact the mentoring committee to discuss further at midtencpcu@gmail.com . Please do not contact MTSU Department of Insurance.
- This program was initiated and developed with the understanding that the CPCU mentor will conduct the mentoring relationship with professionalism and within the full CPCU ethics and values that we are all familiar with. It is also anticipated that the mentee conduct will be professional and respectful of the mentor's time, experience, and willingness to share.
- The information forwarded via the Mentor Information Form will be compiled with similar information from other mentors and forwarded to the list of interested mentees for their review.
- The mentees will review the information from the various Mentor Information Forms and initiate contact with the prospective mentor. This does not mean an automatic mentoring relationship. This phase is to be considered a mutual interview in which both parties decide if they feel this is a relationship they wish to proceed with.
- Both the mentee and prospective mentor will have initial conversation(s) after which the mentee will decide if he/she would like to pair with that particular mentor and the mentor can then decide if they feel the same. Either party is totally free to accept or reject the mentor/mentee pairing proposal at this time. Otherwise, see the guidelines for time periods.
- It is anticipated that mentees will contact more than one prospective mentor prior to making the final decision.
- Once there is an agreement of acceptance between the mentee and mentor, they will both notify the mentoring committee of their intention to proceed with the relationship at midtencpcu@gmail.com.
- Both mentor and mentee agree to follow the guidelines and provide feedback as to how the relationship is progressing at regular intervals (ie: six months and one year).
- If either the mentor or mentee have questions or concerns about the program or their mentoring relationship, they are free to contact the mentoring committee at midtencpcu@gmail.com.