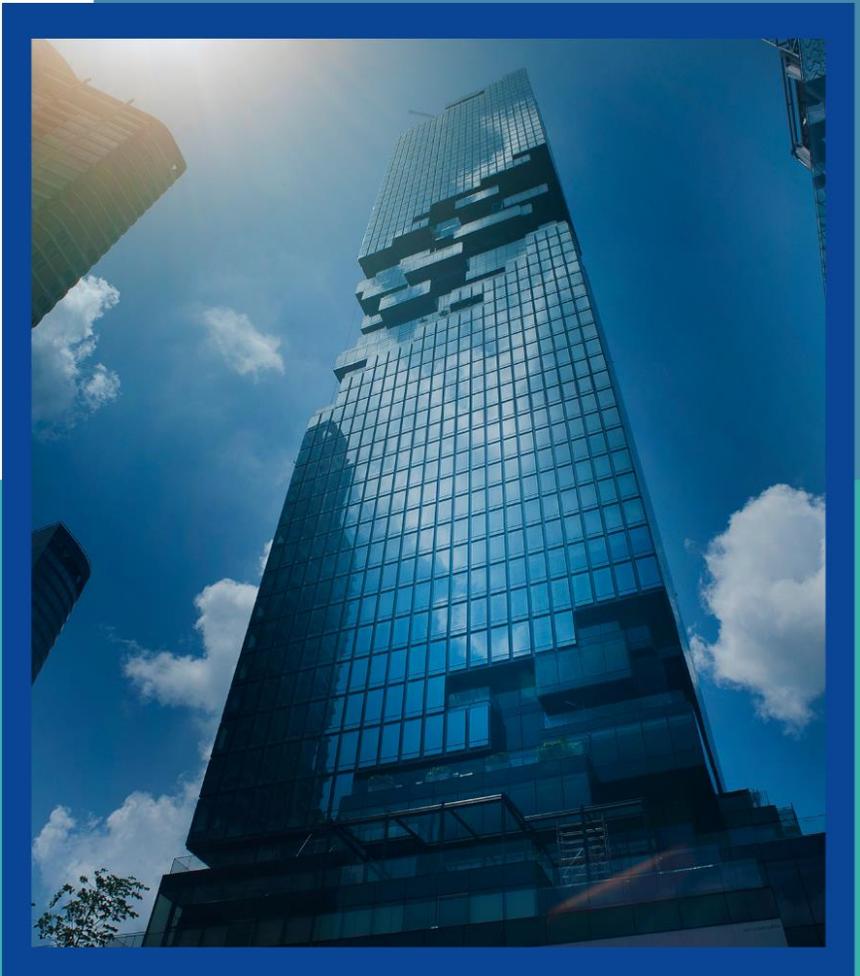




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# MENTORSHIP TIPS



Questions?  
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## BOMA Suburban Chicago Emerging Leaders SIG

# Preparing for your First Meeting

## Sample Email (from Mentees to Mentors) to Schedule a Session

Dear (Mentor name),

I am reaching out to you to schedule a call through the Mentorship program with BOMA/Suburban Chicago. (Please lists dates and times that you are available) Are any of those day convenient for you? If so, what time would work with your schedule?

I look forward to speaking with you and learning more about you, your career and your insights into the industry. A few questions and topics came to mind after reading your profile, in particular:  
*(Insert a few specific questions/topics that will be the focus of the conversation – see below for sample questions).*

I look forward to connecting.

Best,

(Name, title, company, email and mobile phone number)

## Pre-meeting Self-Assessment

Prior to connecting with your mentors, use these four questions to assess your own objectives, or with your workplace or manager to reflect on your goals and be able to answer questions by the mentors about your future.

These questions can also be used to support continued growth after your conversation with the mentors.

- What were the qualities or skills that were important to my current manager in getting this job? How can I focus on or improve on them?
- What are the two or three things you want to accomplish this year?
- What areas would you like to focus on for improvement?
- What are your strengths/development areas, professional and past and future goals?

## Setting the Agenda

BOMA/Suburban Chicago mentors recommend that mentees prepare an agenda and/or questions in advance of each meeting and ideally share the agenda with the mentors prior to meetings. A good starting point is to decide what outcome you hope to achieve in the session with each mentor. Perhaps focus on three or four topics you want the mentor to talk about, so when you leave each session you will have gained the knowledge that is most helpful to you.

Once you have set the meeting, send a calendar invite with call-in information (Teams/Zoom/Google/Hangouts Link & password, phone extension, etc.).

## Ending your Meeting

- Send a thank you note (email or snail mail)

# Questions to Ask Your Mentor

Questions during the meeting should be relevant to the background of your mentor. Below is a list of sample topics and questions to assist you in your meetings. We recommend spending the first 3-5 minutes of your call getting to know each other to build trust. Your goal is to connect and start building a rapport, not to “power through” all the questions. Remember, you want to use this person as a resource – this isn’t a job interview!

## Leadership & Professional Development

- What accomplishments in your career are you most proud of? Was there a specific action or event that led you to this success?
- As a manager, how do you manage staff, through delegation, and what tasks do you like to handle yourself?
- What qualities do you look for in a candidate that you interview?
- What assignments/projects have you liked most?
- What continuing education or designations do you find important/or have done?
- What were the most interesting challenges or set-backs that you had that shaped your career?
- What were the most valuable opportunities that you had that shaped your career?
- Was there a clear turning point in your career? What happened and how did you navigate it?
- What is something that a mentor taught you early in your career?
- What is the toughest feedback you have ever received?
- What have some of your goals been through your career?
- What is the best career advice you have ever received? What action did you take as a result?
- What obstacles or barriers are in your path to achieving your goals?
- What do you wish you knew, or wish you had done differently, at my stage in your career?
- What are some of the qualities that set your colleagues apart from other coworkers that make them ideal people to work with?
- What is the best advice you can give to help plan a career rather than simply work to keep a job?

## Property Management

- Describe the area of responsibility that you find most frustrating. What area is most rewarding?
- How do you deal with tenants when they have disagreements with each other?
- How would you approach a person of the building staff who you don’t believe is doing their work?
- How would you approach a situation where you know the tenant is wrong, but they want a solution?
- How do you prioritize your tasks or things that have to be done for the building?
- How do you approach vendors who you are not happy with the work or service they are providing?
- Did you have times when tenants asked for too much and you had to say no?
- As a manager what are some things you offer to your tenants that are unique?
- Are there any certifications, degree programs, classes or workshops that you recommend that I take to learn more about the CRE industry? Which have been most helpful for your career?
- What is the best way to keep updated on emerging trends in the CRE industry?

## Networking and Communication

- What are some ways where you can optimize communications with different types of people, by using different communication styles or media?
- What are some of the preparation steps that you take when facilitating high profile meetings?
- What is a workplace mistake or faux pas that you made, and how did you rectify it?
- Who are some industry experts and thought leaders that you admire in the CRE Industry? Who is someone in the industry that you recommend I speak to next?
- What is the value of participating in Industry Associations like BOMA that can lead to professional or personal growth?
- How do you communicate reasonable expectations (with boss, a client, etc.)?
- Do you have a mentor yourself? Are there specific people who have made an impact in your career and professional development?
- How do I cultivate relationships in a sincere, meaningful way?

## Personal Growth

- What gives you the greatest sense of job satisfaction?
- How to navigate leaving a company gracefully?
- How to negotiate compensation and measure your worth?
- How do you strive to have an influencing force within your organization?
- How do you keep your feelings separate from your decision-making?
- What do you do to ensure that your ideas and work is recognized and valued?
- What do you like to do on your down time?
- What would some of your recommendations be to move to the next step of my career?
- Do you suggest any books or articles I should read?
- How do you market yourself for career growth?
- What helps rejuvenate you when you are feeling stuck on a task?
- How do you balance your household obligations with a budding career?
- Is there anything you've had to give up in order to get where you are today in the commercial real estate industry?
- Was there ever a role you applied for and landed, but weren't 100% qualified? How did you proceed?
- What personal values drive you?

## Social Issues

- Does your company do enough to address workplace health & safety issues? What changes did your workplace adopt to address the pandemic?
- Does your company do enough to address diversity, equity & inclusion for an equitable workplace?
- Does your company support environmental initiatives?
- Does your company culture align with your personal values? What does it mean to work for a company that supports (or doesn't support) your values?