



**Paralegal Association  
of  
Central Ohio  
Mentoring Program**

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[www.pacoparalegals.org](http://www.pacoparalegals.org)

## Why be involved in PACO's Mentoring Program?

PACO's Mentoring Program began with a vision of senior paralegals guiding and leading student and junior paralegals down a path to success within the paralegal field. The Program flourished into a networking collaboration between paralegals of all experience levels and specialties. In the age of a shaky economy, networking in any profession has become "a must" for all.<sup>1</sup>

### Mission Statement

Encourage student and junior paralegals to realize their potential and strengths to benefit the paralegal profession.

### Vision Statement

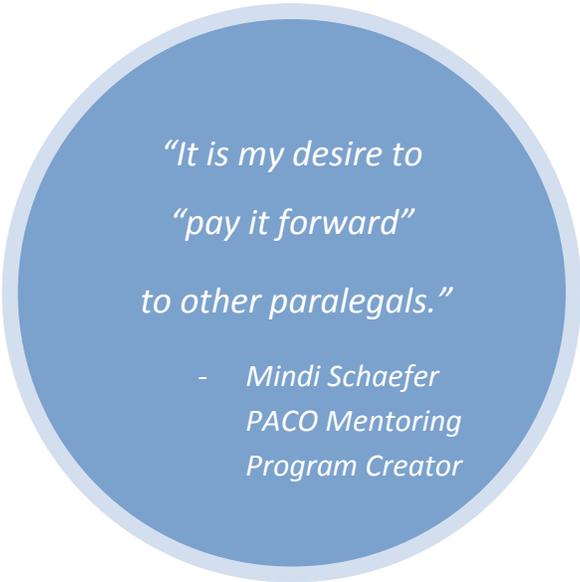
To match experienced paralegals with student or junior paralegals to share knowledge and experiences to empower new paralegals who are entering the profession or switching specialties.

### What is Mentoring?

Mentoring is most often defined as a professional relationship in which an experienced person (the [mentor](#)) assists another (the [mentee](#)) in developing specific skills and knowledge that will enhance the less-experienced person's professional and personal growth.<sup>2</sup>

### Stages of Mentoring Relationship

1. Develop Trust
  - Establish credibility
  - Share professional background and experiences
  - Create affiliation – find commonality between mentor and mentee
  - Agree upon commitment
2. Advising
  - Provide guidance and coaching
  - Determine mentee's goals
3. Challenge
  - Provide challenging scenarios and constructive feedback
  - Share successful strategies
  - Review goals and expectations



*"It is my desire to  
"pay it forward"  
to other paralegals."*

- Mindi Schaefer  
PACO Mentoring  
Program Creator

#### 4. Motivating

- Encourage self-direction
- Show appreciation

### **Mentor Responsibilities/Expectations**

- Show interest in your mentee
- Provide guidance on how the mentee can develop skills and competencies (education suggestions, CLE information, articles, publications, websites) as well as broader career development and growth (membership and meeting information, volunteer opportunities)
- Share your experience and professional background, including choices that you made and experiences (both professional and non-professional) that have helped to shape your career
- Communicate with the mentee and provide honest feedback where appropriate
- Be open to the mentee's ideas and background

*"We make a living by what we get; we make a life by what we give."*

*- Winston Churchill*

### **Mentee Responsibility/Expectations**

- For your first meeting, be prepared to share the areas of law and career development in which you would like your mentor's advice or insights (Think about: which areas of law are you currently interested in, and what interests you about those areas, specifically? What do you want to be exposed to? Who do you want to meet? What do you want to be able to do that you can't do now?)
- Share your appreciation with your mentor – keep scheduled meetings, show consistency, be open and honest.

### **Collaborative Responsibilities/Expectations**

- Before or during your first meeting, establish an agenda and some ground rules for your relationship – would you like to meet once a month for 6 months, a year?
- Set goals. What would you like to accomplish – will the mentor be a general sounding board, or are there specific goals the mentee would like to achieve? Where is the mentee now and where would they like to be professionally 6 months from now; what do they need to do to accomplish the same?
- Use tracking worksheet<sup>3</sup> to help define your goals/monthly agenda

"A mentor is someone who sees more talent and ability within you, than you see in yourself, and helps bring it out of you."

Bob Proctor  
Author, Speaker, and Success Coach

### **Application as a Mentor**

Any member of PACO, currently in good standing, may apply to become a Paralegal Mentor by completing the attached Mentor Application and submitting it to the Mentoring Committee Chair for review and approval by the Mentoring Committee.

Mentoring provides an opportunity to develop others in their future success as paralegals, and benefits the paralegal profession as a whole. As a mentor, you will serve as a trusted counselor, giving advice, along with sharing your experience and wisdom. This supportive attitude is crucial to the mentoring relationship. A mentor is someone who earns the respect of the mentee, peers, PACO and/or the legal community. It is important that the mentor be someone to whom others can look to as a positive role model.

### **As a successful Mentor you should:**

- ❖ Commit your time to attending regular scheduled mentoring meetings
- ❖ Be “present” at each mentoring meeting, not allowing other things to take away your attention from the task at hand
- ❖ Share expertise and be an active listener.
- ❖ Provide constructive and positive feedback
- ❖ Offer challenging ideas
- ❖ Record progress

## **Mentee Request for Mentor**

Any paralegal student or junior paralegal may make a request of PACO for a paralegal mentor by completing the Mentee Application and submitting it to the Mentoring Committee Chair for review by the Mentoring Committee and appointment of a Mentor.

Applying for a PACO Paralegal Mentor shows your desire to progress and be a successful paralegal. PACO hopes that this experience provides you with the opportunity to develop new relationships and new understandings in the paralegal profession.

As a Mentee, you will OWN the relationship between you and your Mentor. This is an opportunity to display your initiative and to enhance your development as a paralegal.

### **As a successful Mentee you should:**

- ❖ Be proactive and take responsibility for yourself
- ❖ Establish good communication
- ❖ Be receptive to feedback and coaching
- ❖ Develop specific goals and expectations from the start
- ❖ Be specific about what you want from your Mentor
- ❖ Track your progress
- ❖ Monitor your mentoring relationship

**"A mentor is someone who  
allows you to see the hope  
inside yourself."**

**- Oprah Winfrey**

**Mutual Confidentiality and  
Mentoring Agreement  
PACO’s Mentoring Program**

The Mentor and Mentee (as identified below) agree that each are voluntarily participating in the Paralegal Association of Central Ohio (“PACO”) Mentoring Program and this Mutual Confidentiality Agreement (the “Agreement”), and as such, commit to working with each other, attending all scheduled meetings, and communicating on a regular basis.

The Mentor and Mentee agree, for the purposes of this Agreement, the term “Confidential Information” means all information disclosed to the other in connection with the performance of PACO’s Mentoring Program, but does not include information that was known to the other party apart from the Mentoring Program or which has become publicly known.

The Mentor and Mentee agree not to disclose Confidential Information to anyone, and not use any Confidential Information except to perform the duties as outlined in the Mentoring Program. Notwithstanding the foregoing, information provided to participate in the Mentoring Program shall be available to members of PACO’s Mentoring Committee, as well as the Officers and Executive Board of PACO. Further, if there is a threat of physical harm to either party or to others, this Agreement must be broken to seek protection for the endangered individual.

The Mentor and Mentee agree to a no-fault conclusion of this relationship. If for any reason the relationship seems inappropriate, either party has the option of discontinuing the relationship. The Mentor and/or Mentee should discuss this decision with the Mentoring Committee Chair before terminating the relationship.

By entering into the mentoring program, the participants agree that neither the Paralegal Association of Central Ohio, nor its Executive Board Members have any liability for the guidance, suggestions, and/or advice provided to them during the mentoring relationship.

**In Witness Whereof**, the Mentor and Mentee have executed this Agreement as of the first date below.

**Mentor:**

**Mentee:**

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **Suggested Meeting Topics**

Below are suggested meeting topics:

- Review of the Mentoring Program Guide and complete any necessary forms
- Establish mentee's goals including both short and long term
- Discuss mentee's strengths and weaknesses including creating an action plan to improve
- Review CLE options for mentees with PACO, CBA, OSBA, and/or NFPA
- Review certification options for mentees such as PCCE, PACE, OSBA, and/or AACP
- Create a networking plan including use of LinkedIn, local associations, and/or pro bono work
- Resume review
- Mock interviews
- Extern/Intern opportunities

# Meeting Agenda and Journal

## **The Mentoring Meeting**

Mentee may use this document to plan each meeting. Complete the Action Items and Insights sections after you have met with your mentor. You may add more Agenda Topics and Action Items as needed. Make additional copies as needed.

**Meeting Date and Time:** \_\_\_\_\_

**Goal:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Agenda Topics:**

**1.** \_\_\_\_\_

**2.** \_\_\_\_\_

**3.** \_\_\_\_\_

**4.** \_\_\_\_\_

Action Item	Assigned To	Due Date

### **Insights:**

Mentee may use this area to brainstorm, take notes, or record key insights from your mentoring discussion.



# Paralegal Association of Central Ohio

## Mentor Application

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

e-Mail \_\_\_\_\_

Place of Employment \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_

Paralegal Experience/  
Specialties \_\_\_\_\_

Years of Experience \_\_\_\_\_

Education \_\_\_\_\_

Certifications \_\_\_\_\_

Memberships \_\_\_\_\_

Have you been a mentor in the past? \_\_\_\_\_

If so, describe the experience: \_\_\_\_\_

\_\_\_\_\_

Why do you want to be a mentor? \_\_\_\_\_

\_\_\_\_\_

Describe what attributes make you a good mentor? \_\_\_\_\_

\_\_\_\_\_

Are you willing to meeting with your mentee at least once a month? \_\_\_\_\_

The mentor should contact their mentee within two (2) weeks of assignment. If at any time that either the relationship is not working, or the mentor cannot commit to the time required to be a mentor, please notify the Mentoring Program Committee Chairperson.

The Mentoring Program can be a big success, if the mentor is committed and desires to advance the paralegal profession through the next generation of paralegals.

**Please e-mail completed Mentor Application, together with a copy of your resume, to the Mentoring Program Chairperson at [mentor@pacoparalegals.org](mailto:mentor@pacoparalegals.org)**



# Paralegal Association of Central Ohio

## Mentee Request Form

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Place of Employment \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_

Education \_\_\_\_\_

Anticipated Graduation \_\_\_\_\_

Certifications \_\_\_\_\_

Memberships \_\_\_\_\_

### **I am currently a(n):**

- \_\_\_\_\_ paralegal student
- \_\_\_\_\_ junior paralegal
- \_\_\_\_\_ experienced paralegal interested in changing fields

### **I am requesting a mentor for the following purpose(s):**

- \_\_\_\_\_ Practice area related paralegal duties
- \_\_\_\_\_ Career objectives
- \_\_\_\_\_ Education goals
- \_\_\_\_\_ Current information on the paralegal profession, including certifications
- \_\_\_\_\_ Résumé review and tips for interviewing for a paralegal position
- \_\_\_\_\_ Other: \_\_\_\_\_

**Areas of Law:** Area(s) of Work or Area(s) of Interest \_\_\_\_\_

**Need mentoring with:** (career development, resume, job resources, certifications, other)

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**When and how are you available:**

Phone calls (morning) \_\_\_\_\_ (afternoon) \_\_\_\_\_ (evenings) \_\_\_\_\_

Meetings: (morning) \_\_\_\_\_ (afternoon) \_\_\_\_\_ (evenings) \_\_\_\_\_

Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

**Additional comments:** \_\_\_\_\_

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You will be contacted within two (2) weeks of matching by a Paralegal Mentor. Please be prepared to meet with your Paralegal Mentor at least once a month. If at any time you are not able to commit to the Mentoring Program, please let me know immediately.

We look forward to helping you develop your career! Please do not hesitate to contact me with any questions.

Thank you in advance for your interest and enthusiasm!

**Please complete this form and return it, together with a copy of your resume, to the Mentoring Program Chairperson at [mentor@pacoparalegals.org](mailto:mentor@pacoparalegals.org)**

## Credits

- <sup>1</sup> Schaefer, Mindi. "Why Mentor?" *National Paralegal Reporter* 36.6 (June/July 2012): 1. Print.
- <sup>2</sup> "Definition of Mentoring, Benefits of Mentoring, & Other FAQs." *Definition of Mentoring*. N.p., n.d. Web. 20 Sept. 2012. <<http://www.management-mentors.com/resources/corporate-mentoring-programs-faqs/>>.
- <sup>3</sup> Hoffman, Reid, and Ben Casnocha. *The Start-up of You: Adapt to the Future, Invest in Yourself, and Transform Your Career*. London: Random House Business, 2012. Print.

## Six Habits of Highly Effective Mentees<sup>3</sup>

- 1. It's all about the questions you ask.**
- 2. Have strong beliefs, weakly held.**
- 3. Have a long term perspective.**
- 4. Be open to topics not on your short-term agenda.**
- 5. Follow up by showing interest in them (at least four times a year).**
- 6. Don't make the mentor do the work.**