

Elevate+ Mentor Cheat Sheet: How to Be an Effective Intern Mentor

1. Welcome & Onboard Your Intern Effectively

- ✓ Make them feel included – introduce them to the team.
- ✓ Provide a structured schedule for the first few days.
- ✓ Walk through expectations, including communication and deadlines.

2. Set Clear Goals and Assign Meaningful Work

- ✓ Assign projects that align with both the intern's skills and your needs.
- ✓ Clearly define the scope, expectations, and deadlines.
- ✓ Avoid "busy work"—make tasks relevant and valuable.

3. Be an Active and Supportive Mentor

- ✓ Check in regularly – don't assume they'll reach out first.
- ✓ Offer guidance, answer questions, and share insights.
- ✓ Encourage problem-solving and independent thinking.

4. Provide Ongoing Feedback for Growth

- ✓ Use "Start, Stop, Continue" to keep feedback structured.
- ✓ Be specific: Focus on actions, not personality.
- ✓ Offer timely, actionable suggestions.

5. Help Interns Connect & Grow

- ✓ Introduce them to colleagues and professional networks.
- ✓ Encourage skill-building and learning opportunities.
- ✓ Celebrate successes and milestones.

6. Wrap Up the Internship with Reflection & Next Steps

- ✓ Discuss their progress and achievements.
- ✓ Offer advice on career development.
- ✓ Stay in touch – a great internship experience can lead to future opportunities!