



Mentee Expectations and Responsibilities

The success of the Jumpstart Program is dependent on seasoned real estate professionals volunteering their time and providing their experience and insights to emerging developers who complete the Jumpstart Germantown training program. **Graduates are eligible to complete an application for mentor pairing, and are not guaranteed a mentor.**

Applications will be reviewed and if the requirements are met, the graduate will be approved for pairing. The mentor's role is to provide guidance and information. Mentors are not your real estate agents, contractors, or financial planners.

Mentee Qualifications:

- Must have attended all Jumpstart Germantown training program sessions.
- Must live within the City (those outside the City will not receive first priority, and must have an intent to develop properties and complete rehabilitation projects within the City of Philadelphia)
- Successfully complete the mentee pairing application, including the "How to Use Your Mentor" worksheet and submit a hypothetical proforma

Mentee Expectations:

- Timing. Establish communication with your mentor within the first week after mentor matching introductory email is sent.
- Mutual expectations. Determine realistic and attainable expectations for mentee and mentor and determine best form(s) of communication.
- Mutual obligations. Both mentor and mentee are mutually obligated to maintain communication.
- Clarity of request. Be clear about your goal when engaging your mentor on a particular topic.
- Maintain strict confidentiality with your mentor.
- Evaluation. Complete and return evaluation of your mentor when/if provided by Jumpstart Germantown program staff.
- Transparency. If you have been matched with a mentor but find that you are not in a position to effectively utilize their guidance and expertise at that time, please be transparent with your mentor about your circumstances and ask if you can re-engage at a later time when you are more fully able to take advantage of their assistance.

Mentee Responsibilities:

- High personal moral and ethical standards.
- Share and support the Jumpstart mission.
- Be positive, honest and approachable. Respect confidentiality.
- Work to develop a positive relationship and a climate of open communication.
- Get to know your mentor.
- Be respectful of your mentor, their time commitments, and other obligations.
- Be available by phone, email and/or in person as mutually agreed upon with your mentor.
- Be aware of your mentor's strengths and areas of development.
- Share experiences in real estate development to date to help your mentor understand your experience to date.

Name: _____

Signature: _____