

**WORKSHEET B**  
**INTRODUCTION TO THE MENTOR'S OFFICE**

Objectives:

- Introduce mentee to the mentor's office
- Discuss office norms or expectations, such as:
  - The importance of having support staff on your team and treating them with respect.
  - What requests are appropriate for assistants and paralegals.
  - Suggested "do's and don'ts" of dealing with different types of employees.
  - The importance of asking for help when needed and recovering from mistakes. The mentor can discuss examples of problems encountered and consequences of trying to resolve the situation without help.

**IN-HOUSE MENTORING RELATIONSHIPS**

- Introduce the mentee to other lawyers and personnel in the office. If the office is large and it is not feasible to introduce the mentee to everyone, at least introduce the mentee to partners, supervisors, and other attorneys that the mentee will work with.
- Explain who the mentee should expect to get work from. Do all assignments come through one person? Is the mentee responsible for checking with a group of people to obtain assignments? To whom does the mentee report?
- To the extent possible, discuss individual's working styles and preferences.
- Discuss office culture and administrative details, such as the following:
  - workday flexibility and what time new attorneys are expected to arrive and leave the office;
  - the social climate that exists among staff; and
  - appropriate office dress.
- Discuss the types of tasks new attorneys should expect in their first three months, first year, and first three years. Explain how the mentee will obtain practical experience while employed in the office. If there is a formal training program for new attorneys, explain the structure of that training.
- Discuss the mentor/mentee relationship within the context of the mentee's employment. Make it clear if the mentor is responsible in whole or in part for reviewing the mentee's performance.
- Distribute the office's policy manual to the mentee.

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**OUTSIDE MENTORING RELATIONSHIPS**

- Explain each employee's role in the office and each lawyer's area of practice.
- Share co-workers' accomplishments or habits to emulate.
- Discuss practical skill-development activities for the mentee. Some potential options include:
  - Volunteering at a bar association and acting as counsel for disciplinary cases,
  - Signing up for the guardian ad litem list, or criminal or probate appointment list at the local court

Additionally, you may be able to introduce your mentee to a colleague with whom your mentee could co-counsel a criminal case, or you may be able to introduce your mentee to a judge who could appoint your mentee to second-chair a case with a competent, professional, and experienced first-chair attorney.

- If possible, distribute your office policy manual to your mentee and use it as an agenda for general discussion.