

MENTORING PROGRAMME: GUIDELINES FOR MENTEES

INTRODUCTION

The aim of the BGC & Cantor Group Mentoring Programme is to help employees within our Firm make positive connections, expand their networks, and work towards personal goals.

Mentoring is a relationship between a mentor – someone who has experience in or knowledge of a certain area and wants to teach someone else about it, and a mentee – someone who is not as familiar with a certain topic or skill and wants to learn more about it.

This guide explains what you can expect as a mentee in the BGC & Cantor Group Mentoring Programme and what is expected of you. For additional guidance, or if you have questions not covered by this guide, please contact diversity_inclusion@cantor.com.

FAQS

WHAT CAN I EXPECT FROM MY MENTOR?

Your mentor's role is to provide you with high-level guidance relating to your goals based on his or her knowledge and experience, and to provide candid and constructive advice to help put you on the path to reach your professional goals. Your mentor may also refer you to members of his or her own professional network or to resources within the Firm that could help you.

Your mentor should be approachable and available, listen to you, encourage you, and help you identify challenges and advantages in relation to accomplishing your goals. Your mentor is not necessarily your coach, nor should you expect your mentor to be your personal advocate within the Firm.

WHAT IS EXPECTED OF ME AS A MENTEE?

When you meet with your mentor for the first time, after you've introduced yourselves, you should be prepared to clearly articulate to your mentor which professional goals are most important to you and what you want to get out of the mentoring relationship.

For the most part, the meetings you have with your mentor will be driven by your goals and concerns, so you should come to your meetings prepared with questions or updates. This will help your mentor in giving you the most targeted guidance he or she can.

Finally, we ask that you be respectful of your mentor's time. While mentors are expected to keep channels of communication open with you and to be approachable and available, please keep in mind that your mentor does have other work to do and may not always be available to meet or speak with you on a daily basis.

HOW WAS I MATCHED A MENTEE?

You have been matched with a mentor based on career interests, and/or personal interests that you both included on your mentor/mentee registration form.

HOW OFTEN SHOULD I MEET WITH MY MENTOR?

The frequency of your meetings with your mentor is completely up to you. However, to get the best results, we encourage mentors and mentees to meet either in person or via Microsoft Teams at least every 4-6 weeks. Of course, you are free to meet more often.

HOW LONG IS MY MENTORING RELATIONSHIP SUPPOSED TO LAST?

The Mentoring Programme is unstructured meaning there is no set duration for how long your mentoring relationship should last. The Programme Manager conducts check-ins and reviews of each match to see how the relationship is going.

If you find that your relationship with your mentor is not working (e.g., you do not believe you are receiving the appropriate support or guidance, or have been unable to make a connection with your mentor, etc.), but you still wish to be in the Programme, please inform diversity_inclusion@cantor.com, as soon as possible.

We will make an effort to match you with a different mentor. When submitting a request to end a mentoring relationship, please provide the reason(s) why, so the Programme Manager can keep track of why mentoring relationships are ending prematurely. This information will be helpful in strengthening the Mentoring Programme.

HOW DO I GIVE FEEDBACK TO THE PROGRAMME MANAGER ON THE STATUS OF MY MENTORING RELATIONSHIP?

If you have questions or wish to give feedback or report an issue, please contact the Programme Manager (Jayah Thapar) at diversity_inclusion@cantor.com.

At the end of each year, the Programme Manager will send a survey to mentors and mentees so that you have a chance to formally evaluate the Mentoring Programme. The feedback you provide will help us to identify areas of improvement for the future. You will also be asked if you would like to continue having the same mentor, or if you would like another mentor assigned to you.