



## 2019 CREFC Mentorship Program Guidelines

### **Mission:**

The mission of the mentorship program is to provide an opportunity for young leaders and seasoned professionals in the commercial real estate finance industry to connect, grow and create a lasting relationship by sharing their industry knowledge, experiences and professional guidance in a confidential and informal atmosphere.

### **Program Duration – January 1, 2019 – December 31, 2019:**

The Mentorship Program runs on an annual basis. Mentees may be accepted into the program for a maximum of two consecutive years at which point they will be ineligible to participate for two years before reapplying. Please note that applying does not guarantee placement in the program. Mentors can continue to participate in the program as long as they are CREFC Members.

### **Commitment:**

Mentors and Mentees are encouraged to meet at least once a month, either in-person or on a video/phone call. The minimum requirement is to meet once a quarter.

### **Guidelines:**

- You must be a [CREFC Member](#) in order to participate. [Academic Members](#) are also welcome.
- Mentees should have less than 10 years in the commercial real estate finance industry.
- Mentors should have 10 or more years in the commercial real estate finance industry.
- Mentors and mentees will be matched based on the online questionnaire submitted when applying. Matches may either be a one to one or group relationship based on availability.
- All program participants must notify CREFC staff liaisons of employment changes. Those who are no longer employed at a CREFC Member Company can continue through the 2019 program, but will not be eligible to reapply to participate the following year.

### **Roles and Responsibilities in Mentoring Relationships:**

Mentorship pairs/groups will work together to create goals and define expectations for the relationship, including what will be accomplished throughout your time together and what you would like to learn from each other. While career advice will be shared, a mentor is not responsible for helping a mentee with his/her possible job search.

- **MENTOR:** As a mentor, you will have the chance to help guide a young professional or those newer to the CRE finance industry through professional and career development. Through your knowledge and expertise, you will be a part of fostering future industry leaders. A mentor should:



# CRE Finance Council

## MENTORSHIP PROGRAM

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- Provide guidance based on experiences – share your career trajectory, including successes and lessons learned.
- Create a climate of open communication – listen and provide encouragement, feedback, and new insight.
- Share your knowledge of the industry and connect your mentee(s) with colleagues when appropriate.
- **MENTEE:** As a mentee, you will benefit from the opportunity to learn from and create a lasting relationship with an industry leader. A mentee should:
  - Establish realistic expectations for the relationship; respect your mentor's time and schedule.
  - Do some research on your mentor before your first meeting.
  - Schedule meetings, whether in-person or via video/phone calls, including the initial meeting and follow-ups, with your mentor.
  - Communicate your professional and career goals.
  - Provide insight/your perspective on new trends in the industry. A reminder that this is a learning opportunity for both mentors and mentees.
- **TOGETHER:**
  - Create attainable goals that will benefit both the mentor and mentee(s).
  - Develop an action plan to accomplish goals.
- **CREFC STAFF & MENTORSHIP PROGRAM COMMITTEE:**
  - Put together mentorship pairs based on questionnaire.
  - Quarterly check-ins, including tips and best practices, with mentors and mentees.
  - Provide complimentary programming and networking events.
  - Act as a resource for any questions or information needed.

### Meeting Ideas:

- Meet for coffee to start your day
- Attend a [CREFC program](#) – learn more about a popular topic and have a discussion afterwards and/or network with others in the industry
- [Join a CREFC Forum](#)
- Pick a book (industry or professional/personal growth related) to read together and create a discussion around it
- Share and discuss timely articles
- Practice an elevator pitch or do a mock interview
- Volunteer together at a local philanthropy event



CREFC Mentorship Program Staff Liaison: [Kim Pang](#)