Respect is a two-way street, even for experts and mentors. As a mentor on Callmentor, being prepared and professional is crucial. Wondering how to ensure a productive and respectful meeting on Callmentor? Here’s the answer:

**Mentee Preparation & Requirements**

1. Prepare Questions:
   * Write down a list of thoughtful questions.
   * Focus on topics like career progression, industry trends, and advice on skills development.
2. Manner to follow
   * Being on time:
     1. Log in on time or 5 minutes earlier. It shows respect for your mentor’s schedule.
   * Professionalism:
     1. Be polite, listen actively, and avoid interrupting.
   * Be Honest:
     1. If you don’t understand something or need further clarification, don’t hesitate to ask.
3. Background & Environment:
   * Pick a quiet, well-lit spot for the meeting.
   * Keep your background clean and free of distractions..
4. Internet Connection, Camera, Microphone:
   * Check your internet connection, webcam, and microphone before the meeting to avoid technical issues.
5. Dress code:
   * Wear a clean shirt or blouse and neat pants or a skirt.
   * Avoid overly casual clothes like pajamas or gym clothes.
   * Avoid clothes with loud patterns, bright colors, or distracting graphics.
   * Avoid anything too revealing.

**Mentor Preparation & Requirements**

1. Review Resume:
   * Go through the mentee’s resume, comments and profile. Understand their career goals and current challenges.
2. Plan the Agenda:
   * Outline the structure of the meeting based on ***the service requirements.***
   * Allocate time for introductions, discussing the mentee's goals, providing feedback, and addressing their questions.
   * Gather any resources, articles, or examples that might be useful for the mentee.
3. Manner to follow
   * Punctuality:
     1. Be on time for the meeting. This sets a professional tone and shows respect for the mentee's time.
   * Professionalism:
     1. Be polite, listen actively, and avoid interrupting.
   * Clarity and Honesty:
     1. Provide clear and honest feedback.
     2. If you don't have an answer to a question, be honest about it.
   * Empathy and Support:
     1. Show empathy towards the mentee’s situation. Offer support and encouragement to help them feel confident in their career journey.
4. Background & Environment:
   * Pick a quiet, well-lit spot for the meeting.
   * Keep your background clean and free of distractions.
5. Internet Connection, Camera, Microphone:
   * Check your internet connection, webcam, and microphone before the meeting to avoid technical issues.
6. Dress code:
   * Dress professional for the meeting. A neat and professional appearance helps set the right tone.

Note: Students have the right to request a refund if:

* The mentor displays inappropriate behavior against the requirements mentioned above during the meeting, or
* The service significantly differs from ***the service requirements*** and description.