

BOMA/Chicago Mentorship Program Mentee Application & Overview

Behind every successful person, there is almost always a mentor who gave that person guidance and support. BOMA/Chicago has developed a mentorship program specifically for RPA/FMA students for this very reason – to help propel the careers of students who already demonstrate a passion for the industry and who are committed to enhancing their CRE knowledge. As part of this program, you will gain additional expertise, skills and knowledge from a seasoned professional – an opportunity that can positively impact your career!

Whether you are brand new to CRE or working your way up the ladder, we will provide you with a mentor for the entire time that you are an RPA/FMA student. This mentorship will encompass all parts of the RPA/FMA program (help with course content, preparing for exams, etc.) and will also include career advice, help with any issues you may have in the workplace, ideas for further educational development and more. This mentorship will allow you to build a relationship with someone from outside of your company and increase your network within the community. You will also be able to tap into the wealth of knowledge from your mentor. All mentors have at least seven years of experience and senior roles within their companies.

Mentors/mentees will be paired for the duration of the student's participation in the RPA/FMA program. Only one mentor will be assigned to each mentee. If the mentorship is not working out for either party, both can be reassigned.

Please read through the following mentee requirements. If you are qualified and interested, apply today by completing the Mentee Application Form.



Requirements of Mentee

- Actively enrolled in RPA/FMA courses and committed to graduating in two or three years
- Commitment to participate in quarterly meetings and to participate in the mentorship program until graduation
- Dedicated and passionate about your commercial real estate career and education

Please reach out to us for more information or questions.
Contact Jaclynne Madden, by calling 312-870-9608
or emailing jmadden@bomachicago.org.



BOMA/Chicago Mentee Information

Role of the Mentee

- After you are paired with a mentor, reach out immediately and schedule a time to meet with your mentor. Come prepared to that meeting (have questions, ask to review your mentor's resume, etc.). Virtual meetings are encouraged until conditions are safe.
- Identify two or three goals or milestones that you want to achieve. These should be SMART goals (specific, measurable, attainable, relevant and time-bound) and developed within the first two meetings. Track the progress of those goals.
- Take charge of your own professional growth by being prepared for meetings, initiating contact, forming goals and reaching those goals. When goals are reached, set new goals.
- Be proactive in reaching out to your mentor and honor your commitments. Be on time and reliable, as your mentor is volunteering her/his time. Also, be mindful of the amount of time you ask of your mentor.
- Update your mentor each time you finish a class and pass an exam. It is important that your mentor monitor your progress through the RPA/FMA program. If you are having trouble with course content or passing an exam, ask your mentor (and BOMA/Chicago) for help. Do not be shy or ashamed. We are here to help. BOMA/Chicago and your mentor can pair you with a content expert to help you understand the curriculum and pass your exams.
- Possess enthusiasm about self-improvement.
- Be open to new ideas and constructive feedback.
- Take every opportunity to learn.
- Fully engage yourself in the mentorship from beginning to end.
- Seek challenging assignments and new responsibilities in your current role and find other avenues to enhance your leadership skills.
- Work with your mentor to find resources for your educational and career growth. Identify people, associations, classes, etc. that might be helpful to you and your goals.
- Look for opportunities to give back to your mentor and share any information that you think might be valuable to her or his own career growth.
- Exhibit integrity and possess an ethical, professional demeanor.
- Reach out to your mentor when milestones are met. Then...celebrate your successes!
- If you believe that your mentor has crossed a line in the mentor/mentee relationship, contact BOMA/Chicago immediately.

Resources for Mentees

- [What it Takes to be a Good Mentee](#)
- [Top 10 Tips for Being a Good Mentee](#)



BOMA/Chicago Mentee Information

Before Your First Meeting with Mentor

- Write down your career and professional objectives (make them SMART: specific, measurable, attainable, relevant and time-bound).
- Write down what you hope to get out of the mentoring relationship.
- Think about your strengths and weaknesses (in your job, education, career goals, etc.). Write these down to discuss at a future meeting (you do not need to discuss this topic at your initial meeting).
- Share your resume with your mentor and ask to see her/his resume.
- Have questions prepared to ask your mentor, such as:
 - How did you first get into the commercial real estate industry?
 - How did you end up where you are today?
 - How did the RPA/FMA program enhance your career?
 - What is the most rewarding aspect of your job?
 - What keeps you motivated to stay within this industry?

During Your First Meeting

- Ask each other why you believe there is value in the RPA/FMA program and why you are participating in the mentorship program.
- Share the career objectives you wrote down along with what you hope to get out of the mentorship.
- Learn about each other's education and work history.
- Ask questions to find out about any mutual connections, shared hobbies, etc.

Other Discussion Ideas for Future Meetings

- What does your mentor "wish they knew then versus what they know now?"
- What were your mentor's biggest successes and how were those successes achieved?
- What were your mentor's biggest mistakes and how they were resolved?
- How do all of the different jobs in real estate (engineering, AGM, vendors) fit together into the "big picture"?
- How to effectively work with contractors?
- What are some unwritten workplace/industry rules?
- How can you achieve a solid work-life balance?
- What new programs, events, technologies, etc. are tenants interested in/asking for? Take some time to talk about exciting building updates/programs and best practices.
- Are there new sustainable initiatives in Chicagoland that either of you have implemented or explored?
- What other certifications and credentials does your mentor have? How have those certifications positively impacted your mentor's career? Does she or he recommend that you earn these as well?
- Are there any upcoming networking events that you could both attend together?

BOMA/Chicago Mentee Information

Keys to Success

- **Make Commitments & Goals.** Be proactive in reaching out to your mentor and honor your commitments. Be on time and reliable. Develop goals and a gameplan to reach those goals within a set timeframe.
- **Listen & Ask.** During your meetings, take notes and ask questions. Bring questions to each session. Repeat information to your mentor to ensure you understood and processed what was said.
- **Give Feedback to Your Mentor.** Let your mentor know how your relationship is adding value to your career and be honest about how your mentor can better assist you in the future. If your expectations of the mentorship or your goals change, communicate this immediately. Correct any other misunderstandings immediately.
- **Go Outside Your Comfort Zone.** Take risks and be willing to try new things.
- **You Are Responsible for Your Own Success.** Your mentor will provide support and advice. However, mentors are not meant to solve problems for you or directly hand you a job promotion or career advancement.
- **Be Open to Criticism & Suggestions.** Do not take constructive criticism personally. Be open-minded and willing to implement advice from your mentor in order to further your career.
- **Be Patient.** Goals and career advancement take time. Both your mentor and BOMA/Chicago are here to support you each step of the way!

**Earn Your RPA/FMA &
Become a Mentee Today!**



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