

Working with Colleagues

*TO BE COMPLETED BY THE MENTEE.*

*This activity will help you learn more about the best way to work with colleagues. Answer the following questions to the best of your knowledge in advance of the sixth session with your mentor.*

Our job performance is not just a result of our own hard work. We may work alongside other employees to jointly perform certain responsibilities and we may rely on others performing their responsibilities so we can perform our own. Just as we may depend on others to perform their jobs well, other employees may depend on us. For this reason, it is important to develop a clear understanding about both how our work affects others and how our work may be affected by others. Learning the ropes requires learning about and considering the perspectives and expectations of other employees with whom our job responsibilities intersect.

In the space provided below, list any people your work may affect and also any people whose work may affect you. Ask yourself the following questions as you reflect on the implications of your work:

* How will each person listed be affected by my work and job performance and what expectations are they communicating to me about the intersection of our jobs?
* How will each person listed affect my work and job performance and what expectations do I need to communicate to him/her about the intersection of our jobs?

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| **Specific Person & Their Role/ Responsibility** | **How Our Work Intersects - The way our work relates and what this means for my job is:** | **Remaining Questions - What I still need to learn about working and communicating with this person is:** |
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| **Questions or requests for assistance for my mentor related to "Working & Communicating with Others" are:** |
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