

ABOUT THIS ACTIVITY

Career mentors are industry professionals who build ongoing relationships with students or student teams to explore potential careers, provide guidance on navigating college and career pathways, and build their professional network. Mentors model necessary skills and assist students in working toward skill mastery.



HOW THIS ACTIVITY IMPACTS STUDENTS

Through NAF's [Outcomes-Driven Work-Based Learning approach](#), students will be able to identify their careers of interest, map a plan to reach their goals, master [Future Ready Skills](#) they need to be successful, and make connections with partners like you who can help them navigate their path forward.

Worksite tours typically impact students in the following ways:



ASPIRATIONS
HIGHLY LIKELY



SKILLS
LIKELY



CONNECTIONS
HIGHLY LIKELY

BEFORE THE ACTIVITY

Ask questions to learn more about the program

- What are the goals of this mentorship program?
- What is the structure and duration of the program?
- What expectations do I need to meet as a mentor?
- How many students will I be mentoring? Will mentorship be one-on-one or in small groups?
- What additional information should I know about the students (e.g., age, demographics, interests)?

Review the Mentor Checklist and Mentorship Discussion Topics (see pg. 2-3)

- Think about how you might want to customize the topics you discuss

Confirm logistics for mentorship kick-off

- Date/time/location
- If in-person: Parking instructions, check-in process
- If by phone: Share your contact number
- If virtual: Platform being used, log-in link

DURING THE ACTIVITY

Kick-off event

- Introduce yourself and have the student(s) introduce themselves and share their professional and personal goals
- Establish mentorship goals, expectations, meeting cadence, and other details

During the mentorship

- Stay connected with your student(s)
- Ask student(s) questions
- Introduce students to your contacts

AFTER THE ACTIVITY

- Complete the WBL Skills Feedback Survey to assess each student's skills (you will receive a link or QR code)
- Reflect on your experience
- Consider additional ways you might want to be involved in the future

MENTOR BENEFITS

- Ability to connect with students and share industry knowledge
- Shape a future workforce and be involved in industry influence
- Build community and connections
- Support your own professional development by expanding your mentoring skills

MENTOR CHECKLIST

Before beginning the mentorship:

- Identify your personal goals as a mentor
- Review the provided conversation topics and add any discussion points you are passionate about
- Reach out to the student welcoming them as a mentee
- Share your professional profile, LinkedIn, or company profile
- Determine how you want your mentee to contact you in case of rescheduling

During your first meeting:

- Share your contact information, including:
 - Email
 - Phone (if planning on contacting through phone)
- Establish regular check-ins
 - Determine the time and day that works to connect
 - If meeting virtually, set up a reoccurring meeting invite on selected meeting platform
- Establish your goals for the mentorship program and discuss your mentee's goals

Follow-up after first meeting:

- Send calendar invitations for reoccurring check-in meetings
- Share goals and conversation topics between mentor and mentee

Ongoing throughout the mentorship:

- Send any materials you would like to discuss prior to meeting with your mentee
- Communicate any schedule changes in advance
- Collect feedback for mentorship Program Lead to share at the end of the experience

Program Conclusion

- Send closing email to the mentee
- If comfortable, offer to be a part of the student's professional network
 - Connect on LinkedIn or say in contact via email
 - May serve as a future reference or recommendation for the student

MENTORSHIP DISCUSSION TOPICS

TOPIC	IDEAS FOR WHAT TO SHARE WITH MENTEE(S)
Mentor Kick Off: Getting to Know You	<ol style="list-style-type: none"> 1. Share basic facts about yourself: Where are you from, what do you do in your company, and how long have you been in your role? 2. Where did you go to school and what did you want to do when you first started college? 3. What are your favorite types of projects? 4. What do you hope to help your mentee with?
My College and Career Journey	<ol style="list-style-type: none"> 1. Discuss your educational background and the role your education played in preparing you to work in your current field. 2. Talk about your career trajectory and where you are today. 3. Share how you made your postsecondary/college decision. 4. Are you currently doing what you envisioned in high school? Share what you planned on doing and how your educational and career journey shaped that vision.
Resume/Digital Portfolio Review	<ol style="list-style-type: none"> 1. Review your mentee’s resume or digital portfolio. Offer suggestions and note strengths of the resume/portfolio.
Networking and Making Professional Connections	<ol style="list-style-type: none"> 1. Discuss how your professional network has impacted your postsecondary and career journey. 2. Share tips for building a professional network. Who should students connect with? 3. How do you maintain professional relationships throughout college and career? 4. How has your professional network helped you lean and grow during your career?
Professional Learning and Growth	<ol style="list-style-type: none"> 1. How do you make continuous learning a part of your career? 2. What resources do you use to grow professionally? 3. Why is continuous learning important throughout your career? 4. Share the best advice you have received during your career.