

Mentorship programs provide direct connections for students to engage with professionals, establish lasting connections, and explore career aspirations. Mentor relationships can take many forms and we encourage you to find what work bests for you and your students. In this mentorship guide, you will find resources for beginning mentorship programs, engaging mentors with students, tools for guiding mentor interactions, and student material.

## Starting a Mentorship Program

*Identify Key Needs:* Start by identifying key needs and expectations of your mentorship program:

- What will students gain from their mentored experience?
- How does a mentorship program fit within your existing work-based learning programming?
- How will you involve you Advisory Board and community members in the mentoring process?
- How will student impact be measured and reflected throughout the mentor experience?

*Online Program Goals:* Identifying program goals at the beginning of mentorship is essential to measuring impact and success. Consider program goals for both students and mentors.

*Recruit Mentors and Mentees:* Mentorship takes places best in one-on-one or small group pairings. Consider the best fit mentor arrangement for your students and begin outreach to Advisory Board and community members. Consider students' career aspirations and interests as you recruit and match mentors with mentees.

*Kick off Program:* Generate excitement through a Mentorship program kick off. This provides a great space for mentors and mentees to meet, introduce themselves, and review program goals.

## Additional Resources

[MENTOR Resource Library](#): MENTOR offers resource for mentors and educators to start and sustain mentorship programs

[Student Mentorship Resources](#): The National Mentoring Resources Center compiles resources for students to best engage in mentorship

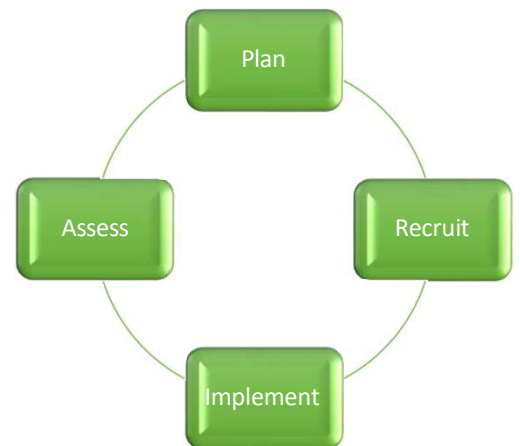
[Starting a Successful Mentoring Program](#): Curious of how to begin the mentor process? Consider these resources as you get started

## Benefits to Mentors

- Ability to connect to students and share industry knowledge
- Shape a future workforce and be involved in industry influence
- Builds community and connections
- Supports competency building toward continued professional development

## Benefits to Mentees

- Understanding pathways and careers in an industry of interest
- Builds student networks and establishes professional connections
- Increases confidence in professional competencies and goal setting



# Engaging as a Mentee

Connecting with mentors is a great way to better understand your career aspirations, future pathway, and gain valuable insights into your industry of interest. Building your professional network and establishing connections often begins with the mentor, mentee relationship. As you prepare to meet your mentor, consider intentionally preparing to make the most of your experience.

## Set Goals



Think through the goals you want to accomplish during your time as a mentee. Share these goals with your mentor at the beginning of the mentor program.

Consider:

- Learning about your industry and career of interest
- Skills you would like to practice or learn
- Short-and long-term goals

## Be Intentional

How will you know you accomplished your goals? Making reflection an ongoing part of the mentoring keeps you on track and helps you get the most out of the mentoring program. Along with your mentor, track progress on your goals and adjust as needed. Conduct a more formal reflection about your growth at the end of the program. Based on your development, make new goals, update your resume with new skills.



## Reflect and Apply



Prepare for check-ins with your mentor by reviewing the session topic and developing questions prior to your meeting. Intentionally align these questions to your goals and what you would like to get out of the experience. Additionally, make sure you fully understand the proposed topic by completing any necessary research or pre-work (example: if your mentor is reviewing your resume, make sure to update this prior to your meeting). Finally communicate any needs or scheduling conflicts in advance of your scheduled meeting.

## Make Lasting Connections

Establishing and maintaining a professional network is key to continued success. Making a lasting connection with your mentor can benefit you with continued skill development, reference completion, and additional professional introductions throughout your postsecondary and career journey. Exchange contact information and ask your mentor if you can list them as a professional connection at the end of your mentorship program. Connect on LinkedIn or plan to keep in contact via email past the mentorship program dates.



## Mentor Checklist:

### Before beginning 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 intern welcoming them as a mentee
  - Use the language provided or draft your own message to the intern
- Share your professional profile, LinkedIn, or company profile
- Determine how you want your intern to contact you in case of reschedule

### 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 best for both the mentor and mentee to connect
  - If meeting virtually, set up a reoccurring meeting invite on selected meeting platform
- Establish your goals for the mentor program, review your mentee's goals

### Follow-up after first meeting:

- Send calendar invitations for reoccurring-g 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 intern
- Communicate any schedule changes in advance
- Collect feedback for mentor Program Lead to share at the end of the experience

### Program Conclusion

- Send closing email to the intern
- 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

## Student Mentee Checklist:

Before you meet with your mentor:

- Establish your goals for the mentorship
- Complete any pre-work assigned by your teacher/Program Lead
- Identify “About Me” facts to share with your mentor during your first meeting
- Outline your college and career goals
- Research your mentor (LinkedIn, Company website) and their company
- Check your calendar, identifying dates that work for regular check-ins
  - Identify multiple options to share with your mentor
- Identify your goals as a mentee
  - What do you want to learn about career options?
  - What are hoping to get out of the mentor relationship?
  - What do you want to learn about postsecondary options?

During your first meeting:

- Share your contact information, including:
  - Email
  - School and Academy
- Share your professional profile or portfolio, LinkedIn
- Introduce yourself, your goals, and college and career aspirations
- Take notes during the conversation with your mentor, using the note taking method that best fits your needs
- Determine future meeting dates and times
  - Consider scheduling conflicts including: school activities, sports, community activities, work commitments, etc.

Throughout the Mentoring Experience

- Communicate any need to adjust meetings with your mentor ahead of the scheduled meeting time
- Review the proposed topic for each meeting, preparing questions for your mentor prior to the session
- Revisit your goals throughout the experience. Adjust anything needed to achieve your program goals as you progress with your mentor
- Be open to learning and conversations with your mentor

After Mentoring concludes:

- Send your mentor a thank you letter (non-email), expressing your gratitude for their time and input
- Ask your mentor if they are willing to be part of your professional network—if so, connect on LinkedIn or keep in contact via email
- Reflect on what you learned and how this impacts your goals and aspirations
- Provide any feedback to your teacher/Program Lead on programs wins or improvements

## Mentorship Discussion Topics

Topic	Mentor Topics	Mentee Questions
<b>Mentor Kick Off: Getting to Know You</b>	<ol style="list-style-type: none"> <li>1. Share basic facts about yourself: Where are you from, what do you do in your company, how long have you been in your role?</li> <li>2. Where did you go to school and what did you want to do when you first started college?</li> <li>3. What are your favorite types of projects associated with your role?</li> <li>4. What do you hope to help your mentee with?</li> </ol>	<ol style="list-style-type: none"> <li>1. What do you hope to get out of this mentorship experience?</li> <li>2. Share your interests: What are you involved in at your school and/or community?</li> <li>3. How do you work and learn best?</li> <li>4. What questions do you hope to have answered by your mentor Write these down before your first meeting?</li> </ol>
<b>My College and Career Journey</b>	<ol style="list-style-type: none"> <li>1. Discuss your educational background and the role your education played in preparing you to work in your current field.</li> <li>2. Talk about your career trajectory and where you are today.</li> <li>3. Share how you made your postsecondary/college decision.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>1. What are your current postsecondary plans?</li> <li>2. What steps have you taken toward these plans?</li> <li>3. Why are you interested in your chosen career or industry?</li> <li>4. Are there any additional careers you work like to explore?</li> </ol>
<b>Resume/Digital Portfolio Review</b>	<p>Review your mentee's resume or digital portfolio. Offer suggestion and note great things about the resume/portfolio.</p> <p><a href="#">Resume Review Tools</a></p>	<p>Prepare for a resume review:</p> <ol style="list-style-type: none"> <li>1. Update your resume and cover letter</li> <li>2. Send a copy to your mentor prior to your weekly meeting</li> <li>3. Write down any question you want to ask your mentor during the resume review session.</li> </ol>
<b>Networking and Making Professional Connections</b>	<ol style="list-style-type: none"> <li>1. Discuss how your professional network has impacted your postsecondary and career journey.</li> <li>2. Share tips for building a professional network. Who should students connect with?</li> </ol>	<ol style="list-style-type: none"> <li>1. What is a professional network and who should be in my professional network?</li> <li>2. Why is building a professional network important and how do you maintain this over your career?</li> </ol>

	<ol style="list-style-type: none"> <li>3. How do you maintain professional relationships throughout college and career?</li> <li>4. How has your professional network helped you lean and grow during your career?</li> </ol>	<ol style="list-style-type: none"> <li>3. What is networking? How can I engage in networking as a student?</li> </ol>
<b>Professional Learning and Growth</b>	<ol style="list-style-type: none"> <li>1. How do you make continuous learning a part of your career?</li> <li>2. What resources do you use to grow professionally?</li> <li>3. Why is continuous learning important throughout your career?</li> <li>4. Share the best advice you have received during your career.</li> </ol>	<ol style="list-style-type: none"> <li>1. What does professional learning mean? Where do I find resources for this during college and my career?</li> <li>2. How can my network connect me with professional learning opportunities?</li> <li>3. What is the most impactful thing you have learned during your career?</li> <li>4. How do you keep developing skills?</li> </ol>