



GUIDE FOR PROGRAM

GENERAL GUIDELINES

1. Initiate contact with your mentor at least once per month.
2. Respond to your mentor's communications in a timely manner (typically within 48 hours, unless more or less urgency is indicated).
3. Set aside time in your schedule to meet with your mentor and defer to your mentor's schedule whenever possible.
4. Use your mentor's time well - be prepared for meetings and ask questions.
5. Thank your mentor often. S/he is volunteering their time to help you.

Be ready to work at the relationship. Good mentoring relationships don't just happen; they take work. It takes time and effort to get to know each other and build trust.

FIRST CONTACT

It is your responsibility to make the first contact with your Executive Mentor. Contact your mentor once you have been paired with your mentor. Call or send your mentor an email in order to set up your first meeting. Here is an example:

Dear Mr./Ms. (Mentor),

Thank you for taking the time to be my Mentor. I am really looking forward to working with you. I would like to find a time when we can meet in person or talk over the phone within the next two weeks. What is your availability? I am available...

Sincerely,

(Your Name)

Confirm each mentor appointment in advance. Your mentor is a busy person. Always send an email confirmation to confirm your meeting. Kindly ask for a response. Confirming appointments will help prevent miscommunication.

First Meeting: Introduction

Your first meeting is an opportunity for you to get to know your mentor and get your relationship off on the right foot. Here are some tips:

SOON: The sooner you can meet, the better. Your first meeting should occur within 2-3 weeks of being paired with your mentor.

IN-PERSON: An in-person first meeting is ideal, but may not always be possible. If it is not realistic to meet in person, a phone meeting or video chat is also fine.

CASUAL SETTING: Choose a meeting site that is comfortable and neutral.

GET TO KNOW EACH OTHER: Learn about your mentor's professional and personal background. Ask questions. Listen. Share your own stories and have fun getting to know each other.

SET EXPECTATIONS: Discuss your expectations of one another. What does your mentor expect of you? What are you hoping to gain from working with your mentor?

DISCUSS COMMUNICATION: In-person meetings, phone calls, emails, video chatting, texting? Once a month communication? Discuss the methods you will use and the frequency you want to

communicate.

SET YOUR SECOND MEETING: ALWAYS leave a meeting knowing when you plan to meet next.

MEETING ATTIRE: Business casual attire is required. See FAQs for more information.

Suggested Activity #1

GETTING TO KNOW YOUR MENTOR

These questions can be answered through internet research and by asking your mentor directly.

- For what company does your mentor or did your mentor most recently work?
- For what length of time has your mentor been with this company?
- What type of product or service does this company provide?
- How large is the company? What area/region does it serve?
- What is/was your mentor's role within the company?

Suggested Activity #2

- What are the major responsibilities of your mentor's current, or most recent, position?
- How many hours a week does your mentor typically work?
- What does a typical day look like for your mentor?
- What are the most satisfying aspects of your mentor's work?
- What are the most dissatisfying aspects of their work? Is this typical of the field?
- What are the toughest problems your mentor has to resolve in his/her work?
- What has been the most challenging decision your mentor had to make?
- Ask your mentor to describe the culture of their workplace

PREPARATION EXERCISE FOR YOUR FIRST MENTOR MEETING

- Have you ever had a formal or informal (coach, family friend, etc., who took you "under their wing") mentor before? If yes, in what ways did this individual help you?
- What are the specific expectations you have of your Executive Mentor?
- List three things you would like your Executive Mentor's help with:
 - 1.
 - 2.
 - 3.

Second Meeting: Objectives & Goals

Overview: The purpose of this meeting is to further understand the student's objectives and goals, so the mentor can best structure the program to be as beneficial as possible for their specific student. Other topics might include the student's college choice, major, etc.

1. What does the student want to get out of the mentorship?
2. College Major Discussion
3. Extra-Curricular Involvement/Suggestions

Be forward thinking. Talk to your mentor about where you are presently, but focus your energy on building for the future. Define your goals for the semester, year, graduation or early career. In conversation with your mentor, determine the skills sets, knowledge and abilities you need to acquire in order to achieve these goals.

Example Questions

1. What do you want to major in?
2. Would you be willing to adjust your major?

4. Which type of classes do you prefer: lecture style or discussion style?
5. Will your major require an internship?
6. Do you want to take classes that interest you or would you like to stick to your major?
7. Is the prestige/reputation of the college important to you?
8. Do you fulfill the academic requirements to be accepted?
9. Are you more interested in a social campus, a commuter campus (where students tend to go home on the weekends) or a quiet campus?
10. How far away from home would you like to be?
11. Would you prefer to go to a school where you already know a lot of people?

Suggested Activity

GOAL SETTING

List one career, academic or personal goal you have for each of the following timeframes:

This semester -

This year -

2-5 years from now -

Determine whether your goals are SMART (see list below), and if not, modify them to make them more reasonable to achieve. Share these goals with your mentor and discuss a plan for achieving these goals and others you have set for yourself.

Third Meeting: Professionalism

Overview: The purpose of this meeting will be to educate the student on professional etiquette within their specified field/the business world.

1. Professionalism - what to do, what to wear to interview, interviewing skills, thoughts on internships, effective communication skills, etc.

Ex. Social Media – what is appropriate and inappropriate to post on social media with college and job applications

Be honest and real. Your mentor will be better able to help you if you are open and honest about who you are and what you want professionally and personally from your life. Talk about your background, current status, hopes, fears and goals for the future.

CONVERSATION TOPICS

Not sure what you and your mentor can talk about during your meetings? Read through the lists below to identify questions that appeal to you and use them as jumping-off points for further conversation.

1. Career exploration - How can I make use of internships to help decide my career path? - Would it be possible for me to shadow you in order for me to learn more about your business? - What did you like most/least about the different professional positions you have held over the course of your career? - Which career fields do you see growing and which do you see shrinking?

2. Major exploration - Which academic majors provide the best employment opportunities? - How will I know if I've found the right major? - Will having a certain major limit my mobility to other career paths? - Will it benefit me to have more than one major? What about minors?

3. Academic performance - How large a factor is GPA in your company's hiring process or in the career path in which I am interested? - What courses did you find most valuable during college?

4. Extra-curricular involvement - What clubs might be helpful to my professional development? - How soon should I start seeking out leadership opportunities?

5. Resume writing - What is an effective format for organizing my resume? - How can I accentuate my best skills/experiences on my resume? - What do you look for when reviewing a resume?

6. Interviewing skills - What are qualities you look for in candidates you've interviewed? - How does my body language affect someone else's perception of me? - Would you share some examples of questions that are good to ask

employers during an interview? - How does my attire and appearances affect someone's perception of me?

HANDLING CHALLENGING SITUATIONS

In most cases, work with your mentor should go very smoothly, but occasionally a situation may present itself that you feel unsure how to handle appropriately.

Listed below are some possible situations that could arise and suggestions for how to deal with them. You are, of course, always encouraged to contact your professor in the school of business if you would like advice or support in any situation.

Situation: Communication with your mentor seems awkward or impersonal.

Possible Solution: Try a different method of communication. You might find that your mentor would be more comfortable talking by phone than emailing, or vice versa. If you find that your conversations don't delve into anything more than small talk, you might work harder to plan for your meetings. Use this guide and the internet to develop questions and topics that you want to discuss with your mentor. If after several attempts at trying to improve the relationship, it still continues to be a challenge, please contact your professor in the School of Business.

Situation: Your mentor has given you advice you don't agree with.

Possible solution: Regardless of whether you agree with your mentor or not, it is always worthwhile to take your mentor's advice into account when making a decision. At the very least, you have thought through your situation from another perspective. When you choose not to take your mentor's advice, let your mentor know that you appreciate their perspective, but felt that the decision you made was a better choice given your situation and the information you had at the time. Arguing with them or ignoring your mentor when they disagree is never productive or helpful to either of you.

Situation: Your mentor didn't show up for a meeting you had scheduled and didn't notify you.

Possible solution: Follow up with your mentor. Rather than saying, "You missed our meeting yesterday," approach the situation from a position of curiosity. You might say, "I had a note on my calendar that we were going to meet yesterday. Did I get confused and have the wrong day or time? I would still like to meet. Is there another day that would work well for you?"

Situation: Your mentor does not respond to your phone call or email.

Possible solution: If you have not heard anything from your mentor after several days, follow up with another email or phone call. If you receive no contact after the second attempt, please contact your professor in the School of Business.

Situation: You change your major or career path and it is no longer in an area in which your mentor has professional expertise or connections.

Possible solution: When you change your major, even if it is out of the School of Business, you are always welcome to continue working with your mentor. Whether you want to continue working with your mentor or not is up to you and your mentor. A mentor, regardless of professional expertise, can still teach you a great deal about professional life. However, if you find that your conversations are no longer productive or helpful to you, you are not required to continue working with your mentor. Please contact your professor in the School of Business and notify him/her of your plans, one way or another. We can match you with a new mentor when appropriate.

Take the high road. In challenging situations, it is always best to take the "high road." Be respectful, considerate and professional in all communication with your mentor.

CONVERSATION TOPICS

- 1. Study abroad** - Which countries would be best for me to maximize my knowledge of international business? - What are some effective ways for me to demonstrate what I learned during study abroad to potential employers? - What are your experiences with international travel?
- 2. Internship search** - How important is finding an internship in regard to career opportunities? - What should I be doing now to make myself appealing to companies who hire interns?
- 3. Job search** - What companies do you see as strong companies who treat their employees well? - What things should I be looking for in order to understand a company's corporate culture? - What should I take into consideration when evaluating a job offer?
- 4. Networking/Connecting with other professionals** - What are some good ways to start a conversation with a professional whom I have just met? - What is the best way to follow-up on a conversation I had with another professional or recruiter? - What is an "elevator pitch?" How do I create one? - Should I get a LinkedIn account? If so, how can I use it effectively?
- 5. Communicating in a professional manner** - What is proper dining etiquette? - How can I appear confident without seeming overconfident? - Based on my communication with you thus far, do you have any suggestions for how I can improve?
- 6. Transitioning from high school to college** - How can I prepare myself for the transition to the workplace from the classroom? - What are the best ways to "hit the ground running" in my career? - What are some ineffective habits for the workplace that I may have developed in the classroom?
- 7. Moving up the corporate ladder** - What are the best ways to distinguish myself from other employees? - How should I approach my work if I hope to be an executive some day?

8. Starting a new business or venture - What factors should I consider before investing in a new business or venture? - How can I differentiate my business? - What are the most effective ways to market a new business?

9. Personal life experiences - Which challenging situations in your life have facilitated the largest personal growth? - Would you share an example of when you feel you failed and how you moved forward after that experience?

10. Continuing education - What is the best way to study for the GMAT/CPA exam/CFA exam? - Do you recommend attending graduate school? If so, what do you feel is the best timing to do this?

11. Personal finance and investing - How can I come up with an effective budget which will leave money for the future? - What tips would you give to a young professional on saving for retirement? - What methods do you use to identify whether a company is a good or bad investment?

12. General topics - How can I continue to learn every day, even outside of the classroom? - What books do you recommend I read, either to further my knowledge or just for leisure? - What are some strategies you use to help you with time management? - What methods are best for me to distinguish myself as a woman/minority in the workforce? - What suggestions do you have for managing stress?

Be a good listener. It is your mentor's job to give you honest feedback and advice, some of which will be positive and some of which will be constructive. Rather than ignoring your mentor's criticism or constructive feedback, or taking it negatively, listen to what your mentor has to say and consider how you can use that information to improve yourself. Regardless of whether you choose to take your mentor's advice, listening to what your mentor has to share with you is important.