

## CAREER MENTORING PROGRAM

# MENTEE GUIDELINE

### What is Career Mentoring?

Career mentoring is a relationship-centered process through which you, the mentee, gain professional expertise, guidance, and support from a more-experienced colleague. The goal is to develop your professional network and gain practical career skills, which results in a mutually beneficial experience over time. This is accomplished through a series of focused, confidential, one-on-one or small group conversations.

### Why Join the Mentoring Program?

Being mentored is a great first step to launching yourself to a successful career. By learning from a more-experienced colleague with similar interests, being introduced to their professional network, and being offered useful career advice, you will understand yourself better, enabling you to make better decisions about your own career. As well, it's a fun, relaxed chance to build professional relationships and expand your own network.

### What does the Mentor-Mentee relationship look like?

A mentor is a unique combination of teacher, coach, and trainer. Unlike in an employer-employee setting, mentors and mentees are free to share their own career aspirations, goals, and challenges without fear of employment repercussions. As a mentee, expect the opportunity to learn from your mentor through the following roles and associated conversations:

Mentor Role	Example Conversations and Questions
Provide Direction	<i>"What are your interests? Here's a potential career path"</i>
Technical Training	<i>"This is what a (type) of engineer does."</i>
Specific Advice	<i>"Here's suggestions to improve your resume." "Here are 3 companies you should look into." "Let's hold a practice interview."</i>
Motivation	<i>"Your experience and interests in X make you a great candidate, so you can have confidence going into the interview."</i>
Support	<i>"I'm sorry that job didn't work out. Let's build on the positives and learn from the challenges"</i>
Goal-setting	<i>"Reach out to these four firms in the next 2 weeks"</i>

*On the next page, explore the mentoring process.*

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### The Mentoring Process

**ESTABLISH THE RELATIONSHIP** This involves meeting in person for the first time. Set clear, realistic expectations for the interactions between mentor and mentee. This includes how often and the method of communication, commitment level from both individuals, agreement of confidentiality, expectation of honesty, and a time-frame.

**SET GOALS** Examples of goals include: explore types of civil engineering to determine school concentration, find an internship/CO-OP/entry-level full-time position, explore grad school possibilities, learn about “real world” day-to-day for a particular type of engineer, improve resume / interview / networking skills, grow professional network.

**WORK TOWARDS GOALS** This step continues throughout the length of the mentoring relationship. **As a mentee, be committed to completing your goals.** Be open to conversations, reading written materials, meeting colleagues of your mentor, and giving your mentor feedback. During this time, look for trust to be built, and don't be afraid to revisit the expectations occasionally. Feel free to start conversations with your mentor, do your best to stick to scheduled mentoring meetings, and ask good questions. **Don't be afraid to ask questions that you think sound silly.** As well, occasionally revisit the goals to make sure they are still relevant.

**CONCLUDING THE PROCESS** At the end of each semester or year, see what progress has been made on the goals set early on. Are you progressing towards or accomplishing your goals? Ideally, relationships built during the formal mentoring process will continue as the you begin your career. You can still ask your mentor questions as you consider your second or third career move. Give you mentor feedback and let them know how they can be a help. Finally, establish a plan for “what's next”, and share it with your mentor and the program.

*You've taken a great step to launching your career. Your mentor(s) is a great resource! He/she has committed to helping you become your best. Be respectful of their time and be prompt to respond to them—you'll see the that the benefits will go with you far into your professional life.*