Mentor Guide January 2024

Reminder: Please set healthy boundaries with your mentees. Also, please be sure to engage and share, as your energy and willingness to be present sets the vibe for the meeting.

* Ice Breaker
* If you could learn one professional skill overnight, what would it be?
* You both share something personal, something professional and something peculiar. Please share at each of your own comfort level. You can skip one of the parts if you don’t have anything you would like to share.
* How have you been? Anything that is timely or important to you that you would like to talk about?
* Lets revisit goals (if you didn’t cover this last semester, or this is your first meeting, this is a great meeting to talk about goal setting and create goals)
* Lets look at your goals from last semester
* How much progress did you make in the fall?
* Did you fulfill any?
* Are there any that are still ongoing?
* How much progress have you made?
* Have you learned anything about yourself as you have worked towards your goals?
* Should we edit any of the goals to match any changes you have had in your interests?
* For those who haven’t had a chance to work with your mentee on goal setting, please use this:
* I know you probably have set goals before, but we will talk about them in a unique way
* To have goals that are easy to follow up on and for us to hold you accountable to the steps, we have to go into more detail.
* What we are going to do today is work on SMART goals
* S-Specific
* M-Measurable
* A-Achievable
* R-Realistic
* T-Timely
* With SMART goals in mind, let’s make some goals for the semester together
* To help guide you, I have this sheet to help us to think about goals in different ways.
* Goal Board will be attached at the end
* Do you know what the difference between a resume and a cover letter is?
* Do you have an existing version of a:
* Resume
* Cover letter
* Professional and Personal References Sheet
* Should be submitting a tweaked/entirely different version of your materials for different positions
* Have you been looking at opportunities if you plan to go for any internships/jobs that are opening?
* Looking to see what the requirements are so you can tailor your materials accordingly?
* Career services
* Upload resume so potential employers can see it
* Work on keeping your resume between 1-2 pages
* Lengthy resumes might not get read in full by the hiring manager
* If you and your mentee are open to it, ask them to show you their resume whether it is updated or not
* Formatting is important, as you want something that is uniform and easy to read
* Make sure you have consistency in all aspects of the resume
* Including skills can help you stand out and show that you are paying attention to the job description
* Font size should be at a size that is still able to be read without zooming in
* Make sure to save your resume as a pdf before uploading so the formatting doesn’t shift