**Mentor Guide February 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
* What is something you have always wanted to learn or try?
* 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?
* Let's talk about having a strong professional image out there
* Do you use LinkedIn?
* Lets take a look and open it up together if you have it, if not, would you be interested in creating one?
* Important things to note:
* Profile picture
* This is the first impression people see when they view your profile
* Make sure it is a clear photo, preferably with just you so people you have met, will recognize you better
* Title
* Some ideas for what you can put in the field: industry you are interested in, your current job title, what degree you are working on, etc.
* Previous positions
* Previous positions can show your levels of experience in a field and what you have accomplished
* Education
* Put any prior or current education
* Certificates
* If you have any certifications or licenses, be sure to include them as this can be helpful for employers viewing your profile
* Skills
* Any skills you have such as public speaking, presentations, etc. Can be included here. You can look up skills that are useful in your industry as well, to see things potential employers view as useful for positions you are interested in
* Do you utilize the app often to grow your network?
* Continue to do informational interviews and this can also expand your professional network to new depths
* Connections can help you in current positions, but also future positions
* Are you ready to give an “elevator pitch”
* When you meet someone, do you have a 1-2 minute introduction that tells them who you are and what you are interested in?
* Allows you be ready to give a short introduction. This will help you network with people or if you are introudced to someone unexpectedly
* Let’s practice. Introduce yourself as if I am a stranger at the workplace
* Have you done any mock interviews?
* Mock interviews can transform your answers
* Have you ever had a scenario that you played out in your head and then when you said it out loud it didn’t come out the same?
* Mock interviews help you strengthen your answers, your confidence and remind you of the importance of pacing in an interview
* Have you ever visited career services?