

Mentor Guide January 2025

Welcome to the New Year! We are happy to have you as a part of our program! If you need support with anything, please reach out to us at mentoring@qcc.mass.edu.

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's the best career advice you've ever received?
 - 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? Are you ready for the start of classes?
- Let's 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)
 - Looking 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?
 - Do we need to make amendments?
 - Should we create any new goals?
 - If you created goals for 2025, would you like to share any of those?
 - 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 way that allows me as your mentor to check in on your progress and offer support
 - 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
 - Read the job description and expectations to properly adjust your materials to what they are looking for. If not, you may list irrelevant experiences that take us space
- Have you been looking at opportunities. Do you plan on going for any internships/jobs that are opening?
- Career and Transfer Services
 - They can help with resume building
- Work on keeping your resume between 1-2 pages
 - Lengthy resumes might not get read in full by the hiring manager
 - You might have great experiences that are missed
- 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 font size, font color, heading, etc.)
 - Including a skills section 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

If you are unsure about next steps for a process, advice to offer a mentee, or how to utilize a resource, we can assist you. Please reach out to us if you have any questions, comments or concerns at mentoring@qcc.mass.edu.