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**Q: Who can participate/register in the Career Mentoring Program at William Penn?**

**A:** Current William Penn University Students who register with the Career Mentoring program may request a mentor who can help set and achieve career goals. Or if you are interested in becoming a mentor we welcome you to sign up.

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**Q: When should I register to be a mentee or mentor? Is there a deadline?**

**A:** We will continuously be accepting applications throughout the year, and match candidates up on an ongoing basis. Career services will review all applications on a weekly basis and find the best match between mentee and mentor as quickly as possible.

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**Q: What are the benefits of participation in the Mentorship Program?**

**A:** William Penn University students who participate as mentees benefit from advising, guidance and coaching from a mentor as well as formal and informal networking opportunities. People who participate as mentors benefit from building connections with students that not only last during your time together but for a lifetime, developing personal mentoring and coaching skills, and being able to help and direct the leaders of tomorrow.

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**Q: What is the commitment for mentors/mentees?**

**A:** Since this program is completely voluntary we understand that both the mentors and the mentees are extremely busy, therefore we are extremely flexible with our program. This means mentoring communication or in-person meetings take place around your schedules, and may be as often as the mentor and mentee desire.

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**Q: Are there any requirements to be a mentee?**

**A:** Any William Penn University student can become a mentee in this program. Mentees must be willing to build a positive relationship with their mentors through various communication venues, accept constructive feedback from their mentors related to their resume, career goals and objectives when appropriate, complete survey and feedback forms at various intervals throughout the year, and commit themselves to continuous growth and improvement in work skills and values in order to increase their future quality of life.

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**Q: Are there any requirements to be a mentor?**

**A:** Mentors should be in the workforce for a minimum of two years. Mentors find themselves acting as guides, demonstrators of new skills, and a coach reinforcing positive accomplishments. Mentors agree to provide feedback on the mentee's Career Development Plan goals and objectives. Mentors should be professional and straightforward at all times and are asked to keep all personal and work discussions confidential. One of the most significant contributions a mentor can make is to help the mentee develop career goals and to move toward the realization of these goals. Mentors should be honest, committed, respectful of their mentees, and willing to share themselves. Effective evaluation is a significant trait of a good mentoring relationship.

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**Q: What guidance is provided for mentors and mentees?**

**A:** Career Services will match mentors and mentees to most closely fit the mentee's occupational goals and objectives. Career Services will provide supporting materials and suggestions for mentors and mentees as they build the mentoring relationship. Career Services can be used as a resource for both the mentee and mentor to assist with problem solving any issues that may come up.

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**Q: When will I be matched with my mentor/mentee?**

**A:** Matches are made continuously throughout the year and career mentoring will make every effort to do this as quickly as possible to get the most out of the experience as you can.

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**Q: How will I be matched?**

**A:** Mentees and Mentors are matched based on preferred background and experiences listed in their registration profiles. In some cases, when exact interests cannot be matched, mentors and mentees are matched based on the mentee's major and interest. If a good match is not available in our database, career services will recruit to find the best mentor experience for the mentee.

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**Q: Can I be a mentor and a mentee during the same session?**

**A:** No, the career mentoring program's objective is to provide an opportunity for mentees to learn valuable industry knowledge and skills from their mentor. This is why we require a minimum of two years work experience to participate as a mentor.

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**Q: How long does my relationship with my mentor have to last? Can I continue my mentorship relationship?**

**A:** As long as you both agree, mentor and mentee may continue the mentoring relationship beyond graduation. Mentorship is rewarding in any setting and at any time. We actually encourage this and hope this relationship will develop and last a lifetime.

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**Q: How long can I participate in the mentorship program?**

**A:** This depends on the mentee and mentor. Some relationships will last one school year and others will last a lifetime. Career Services asks that the mentee and mentor commit to a minimum of one year to allow time to build a meaningful relationship. The mentee and mentor will not need to reapply each year, just indicate you will be continuing in the same relationship.

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**Q: If the mentor and mentee don't get along, what do I need to do to be matched with a new mentor or mentee?**

**A:** If you would like to be matched with a new mentor or mentee, all you have to do is let us know and we will match you up with someone new that meets your career guidelines.