

## Guidelines and Expectations of Career Mentoring

1. After completion of the career mentoring applications, the career mentoring program administrator will match mentee and mentor and communicate with both parties to let them know with whom they have been matched. A sample introduction letter will be sent to both mentor and mentee.
2. Initial contact between mentee and mentor should be made by mentee in a timely fashion. See introduction letter for guidance.
3. When possible, a face-to-face meeting may be scheduled initially to build a connection between mentee and mentor. Regardless of initial connection, information on both mentor and mentee interests should be shared to help as the mentee and mentor get to know each other.
4. Establish a plan for future contact. The first meeting is a good time to set-up expectations on the mentoring such as frequency of contact, best method of contact, and goals of mentorship. It is recommended that the mentee and mentor communicate at least weekly for the first month of participation.

Contacts can be made via email, phone, texts, chat rooms, Skype, etc., whatever method that works for both mentor and mentee. Frequency of contact is also, ultimately, up to the mentor and mentee.

5. The career mentoring program administrator will periodically check in with mentee and mentor to ensure the most beneficial relationship for both parties.
  - a. Phone interviews between career services and mentee and mentor will be completed within 60 days of match to identify any problems with mentorship or program and help make it a great experience for both parties.
  - b. Periodic check in will be done by career services to monitor the progress of the mentorship.
  - c. Informational messages will be sent, most often through email, to mentors and mentees with suggestions on how to build strong mentoring relationships, ideas about topics of discussion which might help strengthen communications, and ideas for questions about career pathways and professional development that may benefit mentees as they plan their futures.
6. At the end of the school year the mentor and mentee will establish a plan for continued mentoring throughout the summer, if so desired.
7. At time of graduation career services will perform an exit interview with both parties to continue to improve upon the program for the future. The mentor and mentee are encouraged to continue their relationship; however, the university will no longer monitor.