

# MENTOR TIP SHEET

## Career Mentoring: Success Factors

A tip sheet for participating mentors

Note: This Mentor Tip Sheet is a template, intended for the Learn & Earn Program to customize and adapt to support their mentoring program. Once adapted, this tip sheet can be used to support individual career mentors.

### WHAT IS CAREER MENTORING?

Career Mentoring is a Career Exploration activity in which the youth or young adult is matched one-on-one or in small groups with an adult professional to explore potential careers and related educational issues. The career mentor serves as a resource for the youth or young adult by sharing insights and providing guidance about the workplace, careers and education through formal and informal meetings organized at the school, in the workplace or online.

### HOW IS IT STRUCTURED? *Program staff complete this section*

Type: [enter type] (one-on-one, group etc.) .....

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Matching Process: [Briefly describe].....

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Initial Activity: [Briefly describe] .....

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Organized Activities: [Briefly describe] .....

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Informal Activities: [Briefly describe].....

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Schedule: [Briefly describe] .....

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Support: [List schedule for the year and provide program representative contact information].....

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### WHAT'S MY COMMITMENT?

- Meet or communicate regularly with your mentee. Some activities will be organized by program staff and some contact will be generated by your mentee or yourself via email or telephone.
- Follow all school and company or organization rules regarding Career Mentoring. This includes complying with organization policies related to volunteers, boundary and equity issues, and ensuring that there is no face-to-face connection outside of supervised and approved activities. (Your program representative will provide a thorough orientation and help you with this area.)

- Career mentors are asked to make a commitment to stay engaged for a minimum of one year and hopefully will continue through to the mentee's completion or graduation from their training program.

- You will meet other mentors and leaders in your community who will enhance your personal and professional network.
- It's fulfilling and fun!

**HOW CAN I MAKE IT A GOOD EXPERIENCE FOR MY MENTEE?**

- Make it real. It's all about the relationship you are able to develop with your mentee.
- Hear what your mentee is really saying. Pay attention and show that you are listening.
- Help your mentee focus on learning about and practicing professional skills.
- Review the information on what your mentee is working on in their program, and ask questions about what they are learning. Provide feedback on their work.
- Actively participate in activities and group projects arranged by the youth organization or school.
- Be consistent.

**WHAT IF I HAVE A QUESTION, A CONCERN OR NEED SOME HELP?**

Your program representative is there to help you with any question, no matter how great or small. If you have any concerns about your mentee, bring them to the attention of your program representative immediately. Let them know about any positive developments as well.

**WHAT IF I CAN NO LONGER BE INVOLVED?**

- Provide as much notice as possible to your program representative and the youth or young adult.
- Try and recruit someone else to step into the career mentoring role.
- Make sure your mentee knows why you need to stop (a new position, new responsibilities, relocation, or some other reason) and assure your mentee that the reason you need to stop has nothing to do with them.

**WHY IS THIS IMPORTANT FOR THE YOUTH OR YOUNG ADULT I'LL BE MENTORING?**

- Research shows that career mentors help youth and young adults stay enrolled in their training program or school, stay focused on their career options and pursue their goals.
- A career mentor lets a young person know that someone cares, that they matter and can have a bright future.
- A career mentor can help a young person see the connection between what they learn in the classroom or through workshops and the real world.
- A career mentor can help their mentee better communicate with and relate to adults.

**GO DEEPER**

- Consider having your mentee shadow you at work for a day.
- Arrange an Internship at your company or organization for your mentee. Check in regularly around their progress.

To learn more or to get support, contact your program representative.

Contact Information:

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**WHAT WILL I GET OUT OF IT?**

- Serving as a career mentor can be a personally satisfying experience.
- Your company or organization may offer incentives for volunteering to be a career mentor.
- You will learn how to interact with the next generation—some of whom you may be working with and/or supervising soon.