

YOUTH AND YOUNG ADULT TIP SHEET

Career Mentoring: Success Factors

A tip sheet for youth and young adults engaged in the Learn & Earn Program

Career Mentoring is a great way for you to get one-on-one support from a professional in a field that you might be interested in exploring. Use this as an opportunity to explore any potential careers or discuss any educational issues that interest you.

TAKE ACTION

Career Mentors and mentees make a long-term commitment to each other (generally, at least a year). It requires a lot of communication between you and the professional with whom you're paired and a willingness to invest time in each other. Below is a checklist of what you can expect to get out of the Career Mentoring experience. Read through the list and check off what interests you and the goals that are most important to you. If you would like to learn something that's not listed here, just add it!

WHAT YOU SHOULD EXPECT TO LEARN

- How different professional fields connect to what you are learning
- What people do as professionals
- What skills it takes to get the position your Career Mentor has
- What schooling or training you need for this specific profession

BEFORE THE CAREER MENTORING STARTS

- Fill out and turn in any required forms.
- Participate in pre-Career-Mentoring opportunities in your class.
- Meet with an instructor or a program staff member about what you want to get out of your career mentorship (e.g. communication skills). These are your learning objectives.
- Write at least four questions that address what you would like to know about the mentor and his/her job.

- Double check you have the mentor's correct contact information.
- If the Career Mentorship requires traveling, make sure you have transportation arranged.

DURING THE CAREER MENTORING EXPERIENCE

- Dress appropriately and arrive on time, every time.
- Pay attention to what your mentor shares with you about the job and profession.
- When you hear something that interests you, ask if it's okay to take notes.
- Be engaged. Your Career Mentor is sharing good knowledge with you.
- Work toward your learning objectives.

AFTER CAREER MENTORING

- Reflect on your experience and participate in self-evaluation activities.
- Share with others what you enjoyed about the experience.
- Give feedback about the mentoring experience. If you feel it wasn't a good match, let your instructor or someone from the program staff know so they can help connect you to someone else.
- Ask your Career Mentor if you can use them as a reference.
- At the end of the Career Mentoring experience, send a thank-you letter to the mentor for taking the time to connect with you.