A MENTEE’S GUIDE TO MAXIMIZING A MENTOR CONNECTION
What is Mentoring?

Mentoring can mean something different to everyone. In general, professional mentoring happens when two people of varying expertise levels connect, share their stories, and offer advice and tips from the field. This mentorship can last a few weeks, years, or lifetime depending on how each person approaches it.

Since mentoring can be perceived differently, it is critical to outline goals, hopes, and expectations from the first meeting, so that each person knows how to help the other.

Mentor Program Goals

- Mentors provide their mentee the opportunity to connect with a professional who has been successful in the workplace and serves as a resource for career development
- Mentors assist their mentee with advice on growing as a professional
- Mentors help their mentee set professional growth goals for their time at Chapman University and beyond
- Mentors serve as a resource for their mentee throughout the program for any questions, advice, resources, networking, and development
- Mentors help their mentee explore careers and transition from their current role or an academic environment to the world of work

### MENTORING IS SUCCESSFUL WHEN

- The mentee takes active responsibility for his/her own learning and development while the mentor serves as a facilitator of that growth
- Both participants talk about goals for their mentorship connection and how they can help one another
- The mentor supports the mentee’s growth and development by asking thoughtful, thought-provoking questions and providing insightful, experiential advice
- The relationship is built on the experience and knowledge of both participants

### MENTORING FLOPS WHEN

- A mentee does not prepare or passively interacts with the mentor
- The mentor tries to mold the mentee into a version of him/herself
- A mentor dictates the goals and drives every discussion
- The mentor tries to solve the mentee’s problems for him/her

**PRO TIP #1**

Both people DO benefit from this relationship. One will gain professional knowledge, and the other will have fulfillment in sharing their expertise to support someone’s future success.
Clarifying Mentorship Expectations

A MENTEE’S RESPONSIBILITIES

- To discuss their needs and expectations with their mentor and think about what they want out of the relationship prior to the meeting
- Put time into preparing to talk with their mentor
- Be receptive to suggestion and feedback
- Contact their mentor if they are unable to participate in scheduled meetings in a timely manner
- Realize that having a mentor is a privilege
- Understand the mentor is busy with their life as well
- Work hard to take advantage of the mentorship opportunity
- Always maintain a professional demeanor

A MENTOR’S RESPONSIBILITIES

- Recognize the apprehension mentees may have with working with a mentor, especially if this is their first time speaking with an alum
- Listen to the needs and expectations of your mentee
- Provide honest feedback and advice involving mentee’s experience and career development
- Work with the mentee to help establish realistic and obtainable goals
- Offer suggestions and feedback
- Be committed to serve as a resource to their mentee
- Follow up on commitments made

EXPECTATIONS OF BOTH MENTOR AND MENTEE

- Respect confidences and trust each other
- Discover common ground and respect each other’s differences
- Be yourself and be flexible
- Be a good listener

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<tr>
<th>REWARDS TO MENTEE</th>
<th>REWARDS TO MENTOR</th>
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<tr>
<td>1. Learn professionalism in the work environment</td>
<td>1. Receive satisfaction and fulfillment by supporting Chapman students/alumni</td>
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<td>2. Develop networking skills</td>
<td>2. Obtain professional and personal rejuvenation</td>
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<tr>
<td>3. Receive guidance and advice from someone who has been in their shoes before</td>
<td>3. Earn the opportunity to make a difference in someone’s life</td>
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<td>4. Gain from another’s experiences, mistakes, and successes</td>
<td>4. Gain insight into the experiences of a recent Chapman graduate</td>
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Connection Schedule

MENTORSHIPS

You and your mentee will then determine goals for yourselves and how many times you wish to connect. Mentees will make the first connection by filling out the Mentorship Sign Up Form to introduce themselves and request connecting with you as a mentor.

PREPARATION

• **Research** your mentor and his/her organization before your first meeting by using the following resources: Company website, Google News, LinkedIn. It is important to have knowledge on their company's/organization's mission, services, and/or products.

• **Complete** the “Know Your Mentor” form on the last page of the guide to intentionally research a general biography of your mentor.

• **Review** any tips found in the “Networking” section of The Center for Career Development’s website (careerdevelopment.nd.edu). There are many ideas for conversation starters, tips to prepare, how to formulate meeting goals, and sample outreach emails/letters.

PRO TIP #2

During your first meeting, set up the times for your next two meetings. Respecting time management ensures a productive mentorship.

THE FIRST MEETING

As a mentee, you may be a bit anxious speaking with the mentor you are paired with. Preparation, along with willingness to learn and be open, will make the relationship develop smoothly. Remember they WANT to do this and have volunteered their time and commitment to support your future career success.

WHAT CAN YOU PLAN FOR, OR DO, IN THAT FIRST MEETING?

- Tell your mentor your expectations – If there is something you would like your mentor to teach you, tell him or her! Do not be afraid to ask for what you need
- Be prepared to describe your thoughts, concerns, and steps you are considering in your career path
- Talk about your talents, skills, career interests, and goals
- Share your major and/or degrees - why you selected them and how you see utilizing your major/education in your career
- Share your passions and how your career supports or aligns with those interests
- Think about and share the educational goals you had/have and how those apply to your career and profession
- Prepare a list of questions for the first mentor/ee meeting to help get the conversation moving and maintain direction. There is a sample list of questions at the end of this guide to help you plan
GENERAL TIPS

Mentoring does not just happen – it’s a two-way street!

• Make EVERY effort to keep your scheduled meeting(s). If there is no other option and a meeting needs to be rescheduled, do so quickly. You must remember, these are alumni giving their time and are very busy with their own businesses and lives too.
• The more time you put into the connection, the more you will get out of it!

Maximize the new networking possibilities with your mentor and his/her connections

• Do not pass up any opportunities to network
• Certainly, stay in touch with your mentor. They could be the start of your alumni network and they often connect you with other alumni
• Keep records of your contacts and the people you meet through your mentor
• Ask as many questions as you can. Use your mentor’s experiences and input to your advantage
• Be honest with your mentor: What are your career goals? What are your limitations? What have you learned from your experiences?

Be professional

• Be respectful of your mentor’s time
• Approach your meeting with goals and a list of questions you would like answered
• Be professional in all communications including verbal, written, non-verbal (e.g., dress appropriately for any meeting. Doing so will show your mentor that you respect their time and take mentoring seriously.
• Keep the relationship professional. Be careful not to bring overly personal matters into your mentoring conversations
• Do not expect to be hired by your mentor when your mentorship is complete. Mentoring can lead to great contacts, but a job/internship should not be your expectation
• Maintain the University policies on the next page

Mentor Program Point of Contact

The success of this relationship for both the mentee and the mentor is very important to us. If you have questions or concerns at any time throughout the program, please contact the Office of Alumni Engagement at 714-997-6681 or alumni@chapman.edu.
University Policies and Resources

As a program supported by, and under the name of, Chapman University, mentors and mentees must abide by Chapman University policies while participating in the Mentorship Program (visit https://www.chapman.edu/campus-services/legal-affairs/policy/index.aspx).

CU strives to maintain a community characterized by a respect for others. At a minimum, this means a community that is free from sexual and discriminatory harassment. The University’s culture of respect means that no type of sexual or discriminatory harassment is tolerated, and all incidents of intolerant or disrespectful conduct will be addressed. The University is dedicated to responding quickly and thoroughly to all reports of sexual or discriminatory harassment. Reporting procedures relative to these policies are:

**Non-Discrimination Policy**
CU does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, veteran status, genetic information, or age in the administration of any of its educational or other school-administered programs.

**Sexual Assault or Sexual Misconduct Policy**
The University encourages Mentees to report all incidents of sexual assault, sexual misconduct, dating violence, domestic violence, stalking, and conduct that creates a hostile environment. Mentees may choose either or both of the following reporting options:
- Reporting to the University
- Reporting to Law Enforcement

**Alcohol Policy**
To reinforce the professional nature of the mentor/mentee relationship and out of respect for the fact most of the mentees will be under the age of 21, we insist that all mentors and mentees adhere to a "no alcohol" policy in their meetings. We appreciate your support for this policy.
INFORMATIONAL INTERVIEW QUESTIONS TO ASK YOUR MENTOR

Passions/Interests
• Find out about their interests and how their career reflects or promotes those passions
• Ask what their internships/first jobs after graduation taught them about their career

Job Description
• What is your job title?
• How did you enter this job/career?
• What is your typical day on the job?
• What percentage of each day do you spend in various work activities?
• What types of problems are you likely to face during the day?
• What have been the most satisfying and the most frustrating parts of your career/work?

Advancement and Transition
• What are the key factors that you attribute your success to?
• How do I best investigate a specific industry or field?
• What are your tips for uncovering career options or narrowing or expanding career options?
• What is your advice on where my skills might be applied or best suited?
• What are key issues and trends in my current or potential future career field?

Preparation
• What is your educational background?
• What are the best places to go for additional education or training?
• What steps would you take differently in your career?
• Any suggested courses that you feel are extremely beneficial for me to take?
• How would you recommend someone break into your field of work?
• What kind of experience would help in this career?
• What recommendations would you have for an entry level person considering this career?

Lifestyle
• Do you have a good work/life balance in this field?
• How do you fit service into your lifestyle?
• How do you fit giving back to Chapman into your lifestyle?
• What does a typical day in the office looks like?
KNOW YOUR MENTOR - PRE-MEETING PREPARATION FORM

Mentor name

Mentor organization/title
Please spend 10-15 minutes completing the following details about your Mentor’s background information. This should help provide a good starting point prior to your first meeting.

Does your Mentor have a LinkedIn page? (Circle one)  YES  NO

If yes, what did you learn from it?

Did you attend any other Universities?

List at least one previous position your Mentor held (company and job title)

What is one informational interview question you plan to ask your Mentor? (From the guide)

What is the suggested connection schedule based on your Mentor program?

Given the research you have done, how does your Mentor’s background relate to your career goals?