MENTOR’S GUIDE

Mentoring Guide provided by the Office of Alumni Engagement, in association with Chapman50 & the Young Alumni Society
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What is Mentoring?

Mentoring can mean something different to everyone. In general, professional mentoring happens when two people of varying expertise levels connect and the more expert one offers advice, tips from the field, or simply shares his/her story. 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 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

<table>
<thead>
<tr>
<th>MENTORING IS SUCCESSFUL WHEN:</th>
<th>MENTORING FLOPS WHEN:</th>
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<tbody>
<tr>
<td>□ The mentee takes active responsibility for his/her own learning and development while the mentor serves as a facilitator of that growth</td>
<td>□ A mentee doesn’t prepare or passively interacts with the mentor</td>
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<tr>
<td>□ Both participants talk about goals for their mentorship connection and how they can help one another</td>
<td>□ The mentor tries to mold the mentee into a version of him/herself</td>
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<tr>
<td>□ The mentor supports the mentee’s growth and development by asking thoughtful, thought-provoking questions and providing insightful, experiential advice</td>
<td>□ A mentor dictates the goals and drives every discussion</td>
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<tr>
<td>□ The relationship built on the experience and knowledge of both participants</td>
<td>□ The mentor tries to solve the mentee’s problems for him/her</td>
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PRO TIP #1

Establish your goals in the first meeting. Mentoring means different things to everyone. Set the expectations early for the most rewarding experience!
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 and work hard to take advantage of the 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 relating to their experiences to support the success of the mentee’s career development
- Work with the mentee to help him/her develop and establish realistic and obtainable goals
- Offer suggestions and feedback
- Be committed to serve as a resource to their mentee
- Follow up on commitments made to their mentee

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

REWARDS TO MENTEE:
1. Learn professionalism in the work environment
2. Develop networking skills
3. Receive guidance and advice from someone who has been in their shoes before
4. Gain from another’s experiences, mistakes, and successes

REWARDS TO MENTOR:
1. Receive satisfaction and fulfillment by supporting Chapman students/alumni
2. Obtain professional and personal rejuvenation
3. Earn the opportunity to make a difference in someone’s life
4. Gain insight into what the new graduates at your organization just went through
Connection Schedule

MENTORSHIPS:
Mentees will make the first connection via email, once the mentor has approved the mentorship partnership, to introduce themselves and request connecting with you as a mentor. You and your mentee will then determine goals for yourselves and how many times you wish to connect.

THE FIRST MEETING
The mentee may be very intimidated in speaking with someone accomplished. Here are a few ways you can ease into the conversation or choose to talk about to break the ice and build common ground:

- Describe your career path
- Encourage your mentee to discuss their skills, talents, and interests
- Ask your mentee what they are passionate about; you may want to talk about your own passions and how your career ties with those passions
- What your first job after graduation taught you about your own career, work style and what was satisfying for you
- Ask your mentee what they hope to get out of the mentoring relationship
- Help your mentee think about setting goals for their school semester and how those transfer into goals for the future and ultimate career plans

Program Parameters:
- The mentee will make the initial contact and then it will be determined how subsequent contacts will be made
- All in-person meetings should be conducted in public places
- Chapman University policies should be maintained (See page 5)
- If you and your mentee decide to meet for coffee, lunch or dinner, it is expected that each will pay their own expenses

GENERAL TIPS
- Ask questions
- Be an active listener
- Understand that you will be a role model and will be representing Chapman University
- Provide objective feedback and guidance
- Demonstrate skills such as critical thinking
- Help facilitate self-reflection and self-development
Potential Topics for Additional Meetings

Campus Related:
- What classes is the mentee taking this semester; how do they feel about these classes; is there one or more subjects where the mentee excels/is struggling; how might the mentee overcome any difficulties in class; how these classes will prepare the mentee for a career
- Any faculty they have connected with or possible research they may be conducting

Career Conversations:
- Help the mentee discover their skills and talents and interests by discussing with them and sharing how you discovered yours
- What internships or full-time opportunities the mentee is interested in
- Share how your personal and professional life fit together
- Share books that have motivated you through the years
- Share challenges you faced as a professional entering the workforce and still face today
- Share industry experience, major trends, career paths, and resources
- Engage in exploratory/discernment conversations; what skills, attributes and experiences it takes to be successful.
- What does it mean to be fulfilled professionally?
- Is an advanced degree necessary?
- Discuss your education and how it prepared you for your field
- Discuss organizational types and cultures
- Discuss current events or issues in their field
- Discuss how individual work values impact career choices
- Discuss professional standards/ethics in the working world
- Discuss the right way to ask for a raise or leave a job
- Discuss “office politics”

Interview Exercises
- Practice an informational interview
- Offer any suggestions for good questions they should ask potential employers
- Practice a job interview
- Offer any interview tips you know of that help

General
- Time Management
- Work/Life Balance
- Making Choices
- Networking
- Professional Integrity/Character/Ethics/Values
- Leadership Styles
- Professional Polish
- Establishing Personal Credibility
- On-line Profile
- Healthy Behaviors/Winning Habits
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.

**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 us at 714-997-6681 or alumni@chapman.edu