



Alumni Mentoring Program Handbook

2014-2015

GO FLYERS!

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If you have any questions or concerns at any time please contact the program coordinators

Eilis Wasserman (Student Mentees)

University of Dayton, Career Services
Graduate Assistant
wassermane1@udayton.edu

Ashley Kessler '07 (Alumni Mentors)

University of Dayton, Alumni Relations
Assistant Director, Regional Programs
akessler1@udayton.edu
937-229-3252

[Please visit our Alumni Mentoring Program webpage!](#)

Mission

The Alumni Mentoring Program at the University of Dayton embodies Marianist values of learning in community by connecting current students and alumni who serve as mentors in guiding students in their professional career development.

At the University of Dayton we define mentoring as:

A learning partnership where both the mentor and mentee create a shared vision of mentoring defined by respect, openness and understanding

Mentors relate their professional knowledge and skills in guiding students in their career exploration of the workplace

Mentees take an active role in their learning and development through questioning and reflection

Program Overview

The Alumni Mentoring Program is designed to match current students with alumni in the community who serve as mentors in the student's career development. The program is facilitated through a partnership between the Career Services and Alumni Relations Offices at the University of Dayton.

Matching Process: Alumni and students complete profiles through our online system called MentorcliQ. Matches will be based on many different components including college major/industry preferences, hobbies and interests, location, a visual personality survey, and other preferences. Efforts will be made to match a mentor with a mentee who is interested in going into the field in which the mentor works, but this will not always be possible. There are no guarantees mentees and mentors preferences will be met due to the availability of interested participants.

Communication Process/Guidelines: The mentor and mentee pairs meet (in person or virtually) on their own at least once a month through the academic year (*October through April*). Mentors are not responsible to pay for their mentees meal, nor vice versa. This goes for any expenses that might occur though you are welcome to treat if you wish.

Suggested places for in person meetings:

Brown street area restaurants next to campus like Panera or Starbucks.

Areas on campus: Kennedy Union, the blend coffee area in the LTC (basement of library), and other areas you find fit. If you are an alum visiting campus, ask for a visitor-parking pass.

Continuing Communication after the program ends: Students and mentees are required to communicate once a month but are more than welcome to communicate more often and after the program officially ends in April. Mentors and mentees are encouraged to join the program the following year to continue their relationship or be matched with a new mentee or mentor.

Expectations

Role of the Mentor

All mentors participating in the program are required to follow and abide by expectations listed on the mentor agreement form.

If mentors are local to the Dayton area, if possible, they should attend both the kickoff reception in October and the mid-year celebration in February/March.

Mentors should utilize the monthly newsletter for suggested topics and upcoming events.

Once a month, mentors will receive a quickcliQ survey to report on the number of hours donated and topics covered during your mentoring sessions. The survey will take minutes to complete and gives you credit for the work you do.

The mentor is responsible for dispensing general career advice and guidance in any form appropriate for the student, even if the student is not interested in the particular field in which the mentor works. The mentor may wish to refer to career related resources available through UD Career Services website.

The mentor is NOT responsible for conducting a job search for the student or offering the student an internship or full-time position with the company for which the mentor works. If possible, the mentor may choose to allow the mentee to shadow him/her on a workday.

Role of the Mentee

All mentees participating in the program are required to follow and abide by expectations listed on the mentee agreement form.

It is mandatory to attend both the kickoff reception in October and the mid-year celebration in February/March.

Mentees should utilize the monthly newsletter for suggested topics and upcoming events.

Mentees should take an active role in the relationship by being prepared to discuss what will be most beneficial to their career development. Mentees should be prepared to ask questions, reflect on their meetings, share their UD experience with their mentor and show their appreciation for their mentor's time.

Mentees should understand that a mentor can give general career advice and guidance, and this program offers networking opportunities as well. A mentee should also understand that it is NOT the purpose of the program for a mentor to conduct a job search for the mentee, nor to offer the mentee an internship or full-time position.



University of Dayton Alumni Mentoring Program

Mentor Agreement

I wish to participate as a mentor in the University of Dayton Alumni Mentoring Program and therefore agree to the following:

1. Create or update a relevant LinkedIn profile.
2. Review and use the Mentoring Program Handbook as a reference guide.
3. Connect with my mentee at least once a month (in person if possible) during the academic year beginning in October and ending in April.
4. Communicate with and respond to my mentee in a timely manner.
5. Notify my mentee if I cannot meet/connect with him/her for any reason and reschedule any cancelled meetings.
6. Be a resource to my mentee between our regular scheduled monthly meetings.
7. Communicate in a timely manner with program coordinator, Ashley Kessler, if I feel uncomfortable or experience any issues or problems during my participation in the program.
8. I will share resources with my mentee, including, but not limited to: short term career exploration experiences, informational interviews and shadowing experiences as my situation permits.
9. I am aware the University of Dayton Career Services has resources and services for my student mentee to use for additional assistance in their career development.



University of Dayton Alumni Mentoring Program

Mentee Agreement

I wish to participate as a mentee in the University of Dayton Alumni Mentoring Program and therefore agree to the following:

1. Create or update a relevant LinkedIn profile
2. Review and use the Mentoring Program Handbook as a reference guide
3. Connect with my mentor at least once a month (in person if possible) during the academic year beginning in October and ending in April.
4. Understand that *it is my responsibility as the mentee* to initiate communication with my mentor at least once a month and to make sure I am communicating with and responding to my mentor in a timely manner
5. Notify my mentor if I cannot meet/connect with him/her for any reason and reschedule any cancelled meetings.
6. Communicate in a timely manner with program coordinator, Eilis Wasserman, if I feel uncomfortable or experience any issues or problems during my participation in the program.
7. Be an active participant in my career development, working to establish mentoring goals that align with my career interests
8. Adhere to the University of Dayton Student Standards of Behavior and Code of Conduct

The First Meeting

It is the mentee's responsibility to initiate the first step by contacting the mentor to schedule the first meeting in person or virtually. Topics of conversation for the first meeting will vary. Try to accomplish these goals during the meeting:

- Become Acquainted
- Establish Communication Expectations
- Discuss Goals

Potential areas of focus for mentee goal setting:

- Develop professional expertise in a specific area of focus
- Develop leadership abilities
- Explore personal interests and abilities
- Learn how to handle school-life-work balance
- Explore majors/career paths and opportunities

Questions to establish clearly defined expectations:

- How/when will you meet?
- Who will be responsible for making the arrangements for the meetings?
- What will be your "ground rules" for how the time will be spent and how you will communicate?
- What does confidentiality mean to you and what does it mean to your mentor?

Discussion topics for the first meeting

Mentees

- Your career path/your intended major and why you chose this path
- Your hobbies and interests
- Talk about your student experience at UD
- Why you chose to attend UD

Mentors

- Your career path/your college major and why you chose this path
- Your current job and your path to your current job
- Your hobbies and interests
- Why you chose to attend UD
- What was it like when you were a student at UD

After the First Meeting

Though it is the mentees responsibility to contact the mentor, more often than not, both parties reach out equally.

You are more than welcome to communicate more than once a month via in person, over the phone. Your communications style should fit the needs of both the mentee and mentor.

Further Questions to ask your Mentor

- What inspires you? /How do you find inspiration?
- What qualities do you look for in people you hire?
- What characteristics or skills set you apart from your peers and enabled you to be successful?
- How do you handle obstacles, roadblocks, and setbacks?
- Who has had the most impact on your life?
- How do you set goals? Advice on this process?
- What are your values and have you lived them out?
- How do you approach the unknown?
- What dreams and goals inspired you to succeed?
- What do you see are upcoming trends in the industry?
- What courses/experiences/skills would be helpful for me to gain while in college?
- How did your experience at UD help you advance professionally?
- How would you describe the culture/atmosphere of your workplace?
- What do you know now that would have been helpful to know when you were a student in my shoes?

Recommended topics for Discussion

- **Career development:** If you are unsure about a career or major, ask for help to sort through goals, interests, abilities, and values and let the mentor tell his/her own story
- **Researching majors/careers:** Identify and research your favorite careers
O'Net (<http://www.onetonline.org/>) and the Occupational Outlook handbook (<http://www.bls.gov/ooh/>) are great resources to get started
- **Resumes/cover letters:** How to write them, what employers look for, ask for a critique of your own
- **LinkedIn:** Connect with your mentor/mentee on LinkedIn and ask for feedback
- **Interviewing skills:** How to prepare, answering behavioral questions, follow-up, even request a mock interview for practice
- **Networking:** Why it is so important, how to use social media professionally

- **Job strategy/branding:** How to make yourself stand out as a candidate in the job search, how to target companies/jobs
- **Industry Advice:** Discuss projects, developments, ethics and trends of the mentor's company and industry
- **Goal Setting and Decision Making Skills**
- **Work/life balance and time management Skills**
- **Graduate/Professional school options**

This is by no means an exhaustive list, but it should help get you started.

Suggested Mentoring Activities

- Mentees can shadow their mentor at work or mentors can connect them to other professionals in the field virtually for an informational interview
- Mentors can invite mentees to participate in a social activity where other professionals or clients are involved
- Mentees can invite mentors to relevant events such as a concert, lecture or sporting event at UD
- Other UD events and possible activities will be sent in the program monthly newsletter

Mentee Goals & Reflection

SMART Goals. Use smart goals to help clarify and act on your career development needs.

[SMART Goals Worksheet](#)

Reflect

Reflect on your past and present in order to create a roadmap for the future. Consider keeping a journal or document of what you have discussed and what you have learned from your mentor.

Web Resources

[UD Career Services Website](#)

[5 Goal Setting Activities](#)

[Fall 2014 Career Service Events](#)