

Suggested Roadmap for Mentors

The following roadmap is to be used as a guideline only. The areas that you and your mentee focus on will depend on your mentee's learning needs.

We request you spend a minimum of 24 hours over a four month period with your mentee. Negotiate how to manage communication with your mentee by balancing sufficient in-person contact with email correspondence and telephone calls.

Meeting 1 Introduction

- Share cultural background and work history
- Set short term and long term goals
- Review cover letter and resume , provide feedback
- Discuss previous job search strategies conducted by mentee, offer feedback
- Assist mentee in setting realistic activity targets
- Set/confirm next meeting date and location.

Meeting 2-3 Interview Practice

- Initiate mock interview session with mentee
- Discuss job search activities in mentee's home country
- Invite mentee to showcase their work; offer feedback
- Review job search activities and make suggestions.
- Optional: arrange for colleagues to participate in practice interview sessions.
- Set next meeting date and location

Meeting 4 Professional Development

- Share any relevant industry professional certification/licensing requirements
 - Recommend journals/publications relevant to mentee's professional interests
 - Discuss use of industry specific terminology
 - Discuss email etiquette
 - Suggest current topics or articles to mentee
 - Continue review of job search activities
 - Set next meeting date
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Let your mentee know what you are doing and why you are doing it. Set an agenda for each meeting.

Meeting 5
Identifying
Career Goals

- Discuss long term goals with mentee
 - Clarify strategies for achieving career goals
 - Discuss what is important to employers or the industry in general
 - Continue review of job search activities
 - Set next meeting date and location
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Meeting 6
Employer
Contact and
Networking

- Discuss importance of networking
 - Discuss strategies for building relationship with potential employers
 - Review mentees contact list and networking activities
 - Discuss the responses/feedback mentee has obtained
 - Share information with mentee about a networking event
 - Discuss the dos and don'ts of networking
 - Encourage mentee to join a professional association
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Meeting 7- 8
Telephone
Etiquette
Telephone
Interview

- Discuss dos and don'ts of telephone interviews and voice messaging
 - Conduct practice sessions
 - Optional: ask mentee to leave a voice message confirming date and time of next meeting
 - Conduct a mock telephone interview
 - Provide feedback
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Provide structure to your meetings and maintain healthy boundaries.

Try to find a balance between formality and informality.

Meeting 9
Practice
Information
Interview

- Share personal networking practices
 - Discuss the purpose of information interview
 - Contact mentee to a colleague
 - Facilitate information interview; offer feedback
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Meeting 10
Networking

- Introduce mentee to colleague and observe mentee's interactions
 - Provide mentee with constructive feedback
 - Invite mentee to showcase their work
 - Invite mentee to industry luncheons or lectures and discuss the topic afterwards
 - Review mentees job search activities.
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Meeting 11
Workplace
Culture

- Discuss effective workplace practices, such as how to integrate into teams
 - Lead mentee through *what if* scenarios of challenges people may face in the workplace and develop solutions
 - Discuss cultural differences related to the workplace
 - Recommend articles on workplace practices
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Action Planning and Closure

- Ask mentee to begin an action plan for the next 2 months.
- Discuss any questions or concerns mentee may have.
- Review mentee's action plan.
- Discuss key factors that contributed to success of partnership.
- Complete Final Assessment/Feedback form.