

THE 2022-2023 MENTORING PROGRAM



Mentor Guidebook

#MENTORINGMOMENTS



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WELCOME TO THE MENTORING PROGRAM!

Thank you for volunteering your time to mentor a student!

GOAL

Mentoring allows professionals in leadership positions and students to build partnerships. The program provides students with opportunities to build a network and develop professional skills. Mentors provide guidance as students examine career choices during the academic year.

HISTORY

Senator Grace L. Drake founded the Mentoring Program under the Ohio Center for the Advancement of Women in Public Service. Since its inception, the program has helped hundreds of students by matching them with public and nonprofit sector leaders.

GUIDELINES

This guidebook will provide you with the parameters and expectations for the mentoring relationship. The program offers flexibility to create a partnership that's best for you and your student and the personal goals you have set for the program.

DELIVERY PLATFORM

The 2022-2023 Mentoring Program will adopt a hybrid approach with a mix of in-person and virtual events. This is subject to change based on current conditions and the Center will continue to evaluate the situation. Mentors and Mentees have the option of meeting virtually or in-person.

BENEFITS OF THE PROGRAM (FOR MENTEES) INCLUDE...

- Acquiring networking experience;
- Developing a clearer understanding of career opportunities;
- Gaining career-related advice and support;
- Learning the ins and outs of a work environment;
- Sharpening and learning new skill sets;
- Refining communication skills;
- Building self-esteem and confidence;
- Developing lifelong friends and connections;
- Accessing a network of program alumni and professionals;
- Improving academic performance.



ROLES, RESPONSIBILITIES, AND EXPECTATIONS

The partnership between a mentor and a student is built on a foundation of trust, respect, and professionalism. As a leader in your organization, we know you possess the necessary skills required to establish a close relationship with your student. With your leadership experience, you will be a great mentor!

Mentoring Program Coordination

Center Staff provides the following coordination to facilitate the mentoring relationships:

- Recruit, interview, and match mentors with students;
- Introduce the mentors and mentees;
- Provide a copy of the guidebook for mentors and students;
- Host a hybrid welcome session for students and mentors;
- Host multiple virtual/in-person events (i.e. welcome sessions, networking opportunities, career exploration programs, resume reviews, etc.)
- Track and assist participant activities via email, Blackboard, meetings, phone/Zoom calls, and surveys;
- Evaluate the program upon completion.



Expectations of the Mentor

As a mentor, please keep in mind the following throughout the program:

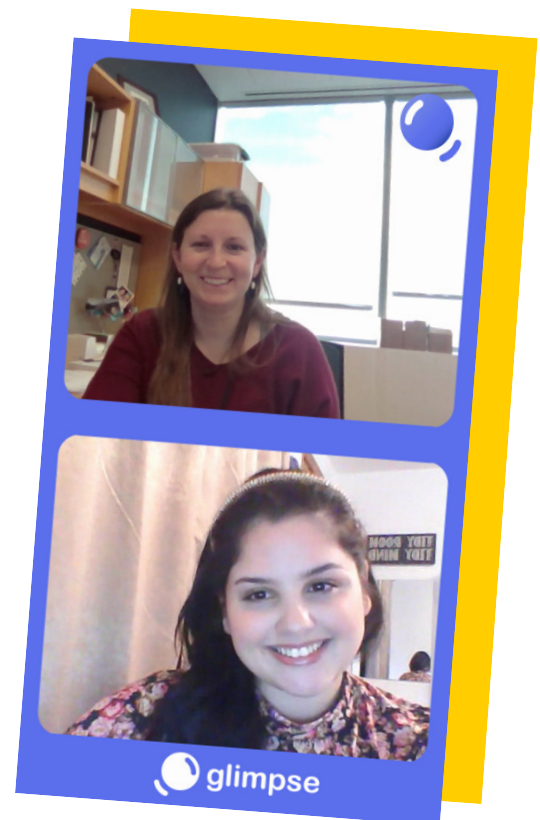
- First, picture yourself as a student – what would you like to gain from this experience? How can we create a special experience for both parties?
- The formal mentoring relationship takes place within the course of the academic year. Attempt to include your student in as many work activities as you possibly can (i.e. board committee meetings, check-in meetings, networking opportunities, professional events, webinars, etc.);
- Please have a conversation with your mentee to explore meeting options. You are allowed to meet in person, virtually, or a combination of the two. It is up to the discretion of each pair;
- Introduce your mentee to your team;
- Try to return email and phone calls in a timely manner. We know you're busy, but we'd like for you to meet with your mentee **at least once a month**;
- Offer constructive criticism in a positive way;
- Help your student understand the best times during the day to communicate with working professionals;
- Serve as an advocate and guide the student to achieve his or her goals;
- Demonstrate professional conduct and proper virtual etiquette;
- Part of the mentoring process is for you to share career knowledge and the ways in which you got started in your career;
- Be mindful of each other's privacy! Please try to wear headphones for the duration of your virtual meetings;
- Although your student is in charge of reaching out, please be mindful that a few students may be little shy and need encouragement during the initial weeks;
- If possible, please reach out to your mentee before the first event. We also recommend that you connect with your mentee to ensure you are attending the same welcome session.



How to make the most out of your meetings

If you and your mentee choose to meet in person, the Center strongly encourages adhering to CDC guidelines (i.e. mask wearing, social distancing, etc.)

- Grab a cup of coffee together on a set day each month and catch up. Virtual coffee chats are great, too!
- Invite your mentee to sit in on webinars, conferences, meetings, work events and more.
- Make your time together more interactive and productive by utilizing tools like the poll feature on Zoom to get to know one another, or by discussing each other's goals.
- Set up a time to review your mentee's resume.
- Attend a CSU or a community event together! And, set aside time to debrief after.
- **Be creative! Have fun, stay safe, and make this experience worth remembering!**



THE 2022-2023 MENTORING PROGRAM SCHEDULE OF EVENTS

**Most in-person sessions will be held from 4-6 pm and all virtual sessions will be held from 4:30- 6 pm unless stated otherwise. Mentors and students are invited to all events.*

End of September/Beginning of October:

Mentors will be contacted and paired with mentees.

Welcome Sessions (Pick 1)

Wednesday, October 26th:

In- Person Session at Cleveland State University

Thursday, October 27th:

Virtual Session via Zoom

Mentors aren't required to attend a welcome session, but **strongly encouraged. Please ask your student which session they're attending.*

Dinner will be served at the in-person welcome session.

**Please RSVP via the designated Google form.*

This will serve as your chance to get to know the program, as well as meet other mentors and students in this year's cohort.

EVENTS (CONTINUED)...

Wednesday, November 16th:

1:1 Speed Networking (Virtual: Glimpse)

*Students will deliver their elevator pitches to mentors (1:1).
Mentors will provide feedback.*

Wednesday, December 7th:

Career Exploration (Virtual: Zoom)

*Select mentors will speak to students about their careers and
answer any questions they may have.*

*Please contact Alexandra (a.higl@csuohio.edu) if you are
interested in volunteering.*

Wednesday, January 25th:

Meet the Mentors Panel (Virtual: Zoom Webinar)

*The panel will feature four mentors from different areas of
urban affairs.*

Wednesday, February 22nd:

Speed Resume Review (In Person: Cleveland State University)

*Students will share their resumes.
Mentors will provide feedback.*

EVENTS (CONTINUED)...

Friday, March 31st:

Service Project (In Person: The City Mission)

Mentors and mentees will have the opportunity to participate in a service project. More information to come.

@ Laura's Home Women's Crisis Center

Choice of 9-11 am or 12-2 pm

Address: 18120 Puritas Ave., Cleveland, OH 44135

Cohort Celebration

Wednesday, April 19th:

(In Person: Hofbrauhaus CLE)

Join us to celebrate the end of the academic year.

Heavy appetizers will be served.

Address: 1550 Chester Ave Cleveland, OH 44114

***Students are required to attend all events unless they have a class conflict. Mentors are encouraged to attend all events.**



Note: Step Outside your Comfort Zone!

Use these events as an opportunity to broaden your professional network and interact with your fellow cohort members! Take inspiration from the 2019-2020 cohort, where four mentors with similar professional experience and students who shared common interests formed an environmental team! The group put together discussions and meetings, allowing students to apply academic concepts to real-world experiences.

Read more about the group here: <https://urban.csuohio.edu/news/cpnms-environmental-mentoring-team-inspires-students-through-collaborative-effort>

*(Pictured Right)
Quasar Energy
Facility Tour
(2020)*



*(Pictured Left)
Akron Recycling
Facility Tour
(2018)*

RESUME CRITIQUE

Please Note: Students have access to CSU's Office of Career Development and Exploration for additional resume writing help. We are requesting the mentor's guidance as a professional in the student's field of interest to review their resume. The goal is to help the student prepare a complete and focused picture of their employment possibilities.

Resume Critique Questions



1. Is the resume easy to read and appealing to the eye?
2. Does the resume have any misspellings or typos?
3. Is the resume exciting? Are there action verbs that jump from the page? Are there keywords that catch your attention?
4. Is there too much unnecessary data on the resume that is distracting from their qualifications for this field?
5. Are there any accomplishments that you think the student may have that are not properly captured on the resume? If so please generate a conversation to uncover those areas and why they are important.
6. Are there any critical sections that are missing or lacking important information (i.e. contact information experience, education, etc.)?
7. What is the candidate missing either on the resume or in their skill set/background that could be beneficial to entering into your line of work?
8. Are the sections placed in the best order to highlight the student's credentials?
9. Is the resume targeted to a specific career goal, as opposed to a one-size-fits-all document?
10. What are the main questions/concerns that the candidate should address on their resume (i.e. gaps in the resume, unrelated work experiences, too many job changes, general confusion, etc.)?

CENTER CONTACT INFORMATION

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***NOTE: CELL PHONE IS PREFERRED MEANS OF CONTACT**

***Please reach out to Alexandra if you have any general questions.
She can also assist if you're unable to reach your student.**



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Mentors are encouraged to attend all events.**

If a Problem Arises

Everything presented in the guidebook is purposefully designed to ensure that you are fully prepared to have a successful mentoring experience. Occasionally, issues do arise. As soon as you realize there may be a problem, please try to address the situation **sooner rather than later**. After realizing a problem has occurred, explain the situation to your mentee. If the problem is not resolved, please contact our team. Staff will provide assistance and feedback to resolve the problem.



Connect with us on Twitter!

Follow us at @CSU_LevinCPNM and share your #MentoringMoments!

**Feel free to send picture, testimonials, & feedback to
a.higl@csuohio.edu.**

