

**Young Alumni Mentorship Program (YAM)**

**Mentee Orientation**

**CONTACT INFORMATION / CONNECT ONLINE**

If you have questions or need advice, we are here to support you. Please do not hesitate to stop by, send us an email, or call if you have questions, suggestions, or concerns about the program. Please also contact us if you are having trouble reaching your student. We value your feedback and will be asking you to complete annual surveys. Please take the time to let us know about your experience formally/informally, or both!

***Contact Information***

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***Connect Online***

* Mentoring Software: [http://leedsmentoring.colorado.edu](http://leedsmentoring.colorado.edu/)
* Facebook: http://www.facebook.com/leedscareerdevelopment AND www.facebook.com/leedsmentoring
* LinkedIn: Leeds Mentoring & Leeds Undergraduates
* Instagram: <http://instagram.com/leedscareer>
* Twitter: http://twitter.com/LeedsCareer

**PROGRAM MILESTONES**

|  |  |  |  |
| --- | --- | --- | --- |
| August | September | October | November |
| Mentees apply to the program | Mentees attend program orientation and mentor match is released | Attend a Lunch & Learn | Attend a Lunch & Learn |
|  | Mentor and mentee attend **September 27th 6-8pm**  program kickoff. **REQUIRED for mentees** | Complete a 1:1 with your mentor/mentees:   * resume review   review goals | Complete a 1:1 with your mentor/mentees:  Think about classes for the spring semester. Minors? Certificates? Study Abroad? |
|  | Mentors and mentees review each other’s profile and schedule first 1:1 | Mentees register with Career Buffs Online for internships and job listings | Mentees meet with your Leeds Career Advisor to learn more about career resources |
|  | Complete a 1:1 with your mentor/mentees:   * Complete mentoring partnership agreement * create a meeting schedule * discuss personal goals * expectations for mentoring relationship * results of assessments | **REQUIRED: Mentoring Agreement Due- October 15th** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| January | February | March | April |
| Complete a 1:1 with your mentor/mentees   * Talk to your mentor about the Leeds Career Fair next month * Revisit your fall goals. Did you accomplish any of them? Do you need to set new goals for spring? | Complete a 1:1 with your mentor/mentees   * solidify your area of emphasis choice by conducting informational interviews create a meeting schedule * Review your internship search plan with your mentor | Complete a 1:1 with your mentor/mentees   * Review your internship search plan with your mentor * By now you should have completed informational interviews, and narrowed your applications down to a specific few companies. | Complete a 1:1 with your mentor/mentees   * Develop a plan for your PMP mentor next year |
| Check in Survey Due January 15th | Mentees attend the Leeds Career Fair | Mentees attend Leeds Internship and Industry fair- Date TBD | Complete the YAM program evaluation |
| REQUIRED Mentees attend the Sophomore Professionalism Summit- Date TBD |  |  | **REQUIRED- Mentees Attend the YAM spring celebration. Date TBD** |

**PROFESSIONAL EMAIL TEMPLATE**

**TO:** MyMentor@companyZ.com

**FROM:** Student@colorado.edu

**SUBJECT:** Leeds Professional Mentorship Program – (Introduction, meeting time, etc.)

Dear Mr. /Ms. \_\_\_\_,

**I. INTRODUCTION/PURPOSE**

You have been assigned to me as a mentor through the Leeds Professional Mentorship Program (PMP). My name is \_\_\_\_\_\_\_\_\_\_ and I am a sophomore/junior/senior studying \_\_\_\_\_\_ at CU. I am from \_\_\_\_\_\_ and (some other fun fact - “I enjoy playing sports,” “like you, I am a big Buffs fan,” “I enjoy traveling,” etc. USE THEIR BIO TO MAKE A CONNECTION IF POSSIBLE). I have attached my current resume for your review.

**II. NEXT STEP(S) AND FOLLOW-UP**

**A. LOCAL MENTOR**

I would like to set-up a time for us to meet in the next week or two to talk about the program. Please let me know if you would be available (date/time) or \_\_\_\_\_\_\_. If not, please let me know when would be a convenient time for you.

**B. DISTANT MENTOR**

I would like to get in touch with you in the next week or two to talk about the program. Please let me know if you would be available (date/time) or \_\_\_\_\_\_\_ for a phone or Skype/FaceTime call. If not, please let me know when would be a convenient time for you. Of course, if you are in Boulder in the future, please let me know and I would be excited to meet with you then.

**III. THANKS! AND CLOSE**

Thank you so much for volunteering for this program. I am very excited to work with you and think it will really help me to \_\_\_\_\_\_\_\_\_\_ (define my major, clarify my career goals, think critically about my career choices, etc.) I look forward to meeting (or talking) with you.

Best,

YOUR NAME

Leeds School of Business, Class of 20\_\_

EMAIL ADDRESS

PHONE CONTACT

**“YEAR-IN-THE-LIFE” OF A SOPHOMORE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SOPH**  **YEAR** | **ACADEMIC LIFE** | **PERSONAL/PROFESSIONAL DEVELOPMENT ACTIVITIES** | **POSSIBLE YAM DISCUSSION TOPICS** | **POTENTIAL GOALS/OUTCOMES** |
| **FALL/**  **WINTER** | * Enrolled in 9 credits of business classes * Acct, Finance, Mgmt, Mktg, Ethics and BLaw * Now is the time to plan study abroad experience * Attend Sophomore Site visits to explore companies and areas of emphasis * Explore minors and certificates * Develop relationships with faculty and academic advisor * Attend Executive Speaker Series other Guest Speakers * Choosing elective classes for Spring | * Create a professional resume with the help of Career Development & mentor input * Become familiar Career Buffs (online career tool) * Attend YAM Orientation Workshops * Attend September 27th – YAM Kick-Off Event * Attend Sophomore Site Visits to explore companies * Explore student organizations relevant to interests * Complete Career Leader College Assessment * Learning to live independently, manage personal finances | * Results of Strengths Quest & Career Leader Assessments * Definition of Goals for this year and next – academic, professional, personal * Expectations for mentoring relationship * Choice of majors/minors and certificates/ electives * “Fit” of major/career interests with personal interests, goals, strengths and weaknesses? * Non-academic likes/dislikes, – hobbies, other electives * Internship preparation and search * Networking tips/informational interviewing | * Better defined Curricular direction * Identified electives/minors/certificate that complement career goals * Agreed upon mentoring meeting schedule and Communication methods * Better understanding of personal strengths (via assessments) * Better understanding of career/industry direction * Review and finalize resume(s), cover letters/emails * Define targets for informational interviews * Set up email intros * Attend a career fair * Internship search plan developed |
| **SPRING** | * Must select a business area of emphasis * Selecting a Certificate Program * Enrolled in Finance, Marketing and Operations/Info. Management * More pressure to develop internship plans * Must submit study abroad applications | * Jan- Attend Sophomore Professionalism Summit * Jan– Leeds Career Fair * Explore internship leads on Career Buffs; get auto-updates * April – Just-in-Time Campus Hiring and Internship Fair * Run for leadership positions in student organizations * Summer Internship outreach and interviews * Pursue part-time internships on-campus or with local employers | * Career Fair Prep – clothing, resumes, questions to ask * Follow-up on informational interviews – next steps? * Review specific internship postings * Help plan a trip/visit for informational interviews * Invite your student to your office, take to a meeting, professional conference, etc. * Closure of the relationship & advice for PMP mentoring relationship * Defining goals for the PMP program | * Plan for Career Fair – who will be there, who do you want to talk to, follow-up on experience * Prepare for Interviews – mock interviews, suggest research, de-brief afterwards * Develop itinerary - Set up meetings in your hometown, invite to shadow you and meet your HR staff * Create opportunities to practice business conversations, networking skills, hands-on learning * Conduct a successful summer internship search * Personalized mentoring plan for PMP |
| **SUMMER** | * Summer coursework * Study abroad short-courses | * Internship experience * Learning about the “corporate world” * Exposure to different cultures, colleagues, environments | * More relaxed time to stay in touch * Go to or do a sporting event * Talk about pros/cons of internship | * Have some fun – play golf, go for a bike ride, share vacation stories/photos * Visit each other * Re-visit goals and plan for junior year |

**2017 YOUNG ALUMNI MENTORS  
MENTORING AGREEMENT**

**Mentee Name:   
Mentor Name:**

**PLEASE DISCUSS THE FOLLOWING**

STEP 1. Exchange contact information (cell phone #’s, emails, etc.)  
STEP 2. How often will you meet (program requirements are 3x per semester MINIMUM)?  
STEP 3. Determine *how* will you meet (phone, Facetime, in-person)?  
STEP 4. Identify *who* will be responsible for scheduling the meetings?

**IDENTIFY WHAT KIND OF TOPICS YOU WILL DISCUSS DURING YOUR MENTORING PARTNERSHIP**

STEP 1. Mentee identify 3 goals for the fall semester  
a.   
b.  
c.   
STEP 2.

**SET EXPECTATIONS**

STEP 1. What expectations does the mentee have of the mentor (amount of contact, topics for conversations)?  
STEP 2. What expectations does the mentor have of the mentee (showing up for meetings, returning emails)?

**2017 YOUNG ALUMNI MENTORS  
MENTORING AGREEMENT**

**MENTEE Name  
MENTOR Name**

Write down your goal.

Fill in the following table to show how your goals meets the SMART criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| **Is it…?** | **Yes** | **No** | **Explain** |
| Specific |  |  |  |
| Measurable  *(How will I know I did it?)* |  |  |  |
| Action Steps *(How will I actually gain/build/develop these?)* |  |  |  |
| Resources Needed *(Besides the help of my mentor, I will need what?)* |  |  |  |
| Target Completion Date *(When will I be there?)* |  |  |  |

What will be your reward when you reach the goal? In other words, how will reaching the goal benefit you?

What actions do you need to take to reach your goal? For example, do you need to gather information, obtain money, learn new skills, or make special arrangements? How much time will you need to accomplish each action? When should you have completed each action?

|  |  |  |
| --- | --- | --- |
| **ACTION** | **ESTIMATED TIME** | **DUE DATE** |
|  |  |  |
|  |  |  |
|  |  |  |

**Sample Mentee Goals**

**Internship Related**

* I want to get a summer internship and need help working through the steps
* I want to get an internship in a particular industry and need help getting there
* I’d like to learn more about Career Buffs and use it to search for internships
* I want an internship in a startup so I can learn how to start my own company

**School related**

* I want to make Dean’s list this year
* I want to decide on my area of emphasis and feel confident about it
* I want to get a 3.5 GPA this semester
* I want to develop an academic plan for graduation that includes a (minor, certificate, study abroad, etc)
* I want to develop a plan for studying abroad
* I want to explore different certificates and minors
* I’d like to improve my time management skills by developing a calendaring system

**Leadership**

* I want to join a club by the end of spring semester that will help my professional growth
* I want to find a leadership opportunity on campus by the end of spring semester

**Professional**

* I want to get my personal branding materials prepared for and attend the Spring Leeds Career fair
* I want to update my resume by the end of fall semester to make it more attractive to companies hiring in my industry of interest
* I want to learn more about various industries by conducting 2 site visits by the end of fall semester
* I want to understand what a career in accounting looks like by doing 2 informational interviews this fall
* I’d like to learn what skills are required in my field of interest (investment banking, digital marketing, etc)
* I’d like to improve my networking skills by doing informational interviews with 3 different YAM mentors
* I’d like to conduct 2 informational interviews to learn more about the field of (XYZ)
* I’d like to develop a compelling LinkedIn profile by the end of fall semester
* I’d like to do complete a mock interview with my mentor and receive feedback

**Personal**

* I want to develop a strong relationship with my mentor that will be a connection for me in the future
* I’d like to learn from my mentor’s successes and failures

**Sample Questions to ask your mentor**

|  |  |
| --- | --- |
| **Conversation** | **Probing Questions** |
| Relationship Building | Why did you choose your current career path?  How do you deal with adversity?  Did you ever fail at anything?  How did you figure out what you are good at?  What has been a key leadership lesson for you?  How do you spend your free time?  What do you like best about your job?  How did you decide your area of emphasis while you were an undergraduate?  Do you have any regrets about college?  How did you figure out how you contribute best to a team project?  Tell me about the hardest decision you have ever had to make.  Have you ever changed career paths? What was that like?  What strengths do you have that make you a good leader? |
| Establishing Mentoring Agreements | How often do you see us meeting?  Where is a comfortable place for us to meet?  How can we ensure that we stay on track and productive?  What kind of preparation would help us?  What kind of topics do you see us talking about this year? |
| Moving from starter goals to SMARTer Goals | Where do you see yourself in five years?  What would you ideal day look like five years from now?  What do you see as your challenges and strengths?  What skills or talents are you underutilizing? |