

**Young Alumni Mentors Program (YAM)**

**MENTOR/MENTEE manual**

**CONTACT INFORMATION / CONNECT ONLINE**

If you have questions or need advice, I am here to support you. Please do not hesitate to stop by, send me an email, or call if you have questions, suggestions, or concerns about the program. Please also contact me if you are having trouble reaching your student. I 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

**PROGRAM MILESTONES**

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| --- | --- | --- |
| September | October | November |
| Mentees attend program orientation. Mentor match released immediately following. | Mentees attend a Lunch & Learn Register on Handshake (job board) | Mentees attend a Lunch & Learn |
|  | Complete a 1:1 with your mentor/mentee:* Complete resume review
 | Complete a 1:1 with your mentor/mentee:* Think about classes for the spring semester. Minors? Certificates? Study Abroad?
 |
| Mentors and mentees review each other’s profile and schedule first 1:1 * Complete mentoring agreement
* Create a meeting schedule
* Discuss mentee goals
* Discuss expectations for mentoring relationship
 | **REQUIRED: Mentoring Agreement Due- October 30th**Mentor and mentee attend program kickoff on **October 25th** 6-7:30pm. REQUIRED  | Mentees meet with a Leeds Career Peer to learn more about career resources |

|  |  |  |  |
| --- | --- | --- | --- |
| January | February | March | April |
| Complete a 1:1 with your mentor/mentee* Revisit fall goals. Were they accomplished? Do new goals need to be set for spring?
* Begin to develop an internship search plan for this summer
 | Complete a 1:1 with your mentor/mentees* Solidify area of emphasis choice by conducting informational interviews
* Review your internship search plan
 | Complete a 1:1 with your mentor/mentee* Review your internship search plan with your mentor
 | Complete a 1:1 with your mentor/mentee* Develop a plan for your PMP mentor next year
 |
| Check in Survey Due January 15th (REQUIRED) |  |  | **Complete the YAM program evaluation- Mentee REQUIRED** |
|  |  |  | **REQUIRED- Mentees Attend the YAM spring celebration**. TBD |

**“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
* Attend treks visits to explore companies and areas of emphasis
* Explore minors and certificates
* Develop relationships with faculty and academic advisor
* Choosing elective classes for Spring
 | * Create a professional resume with the help of Career Strategy & mentor input
* Become familiar Handshake (online career tool)
* Attend October 22nd YAM Kick-Off Event
* Attend Shadow Days over winter break
* Explore student organizations relevant to interests
* Learning to live independently, manage personal finances
 | * Results of Strengths Quest Assessment
* 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 6 credits of an ‘integrated semester’ and 6 credits of MODS- Acctg Pt. 2, Information Management/Analytics, Mgmt Strategy and Entrepreneurship
* More pressure to develop internship plans
* Now is the time to plan study abroad experience
 | * April- Attend BASE Professionalism Summit on April 9th
* Explore internship leads on Handshake (job board)
* 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
 | * Prepare for Interviews – mock interviews, suggest research, de-brief afterwards
* 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
* 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
 |

**YOUNG ALUMNI MENTORS
MENTORING AGREEMENT- SMART GOAL**

**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 Handshake 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/mentee**

|  |  |
| --- | --- |
| **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 your ideal day look like five years from now?What do you see as your challenges and strengths?What skills or talents are you underutilizing? |

**INTERNSHIP SEARCH CHECKLIST & PLAN**

***Finding an internship takes time – complete these steps throughout the semester
prior to when you wish to start your internship***

**Develop Your Internship Search Tools**

[ ] Prepare a rough draft of your resume and have your YAM mentor and Leeds career advisor critique it.

[ ] Draft a tailored cover letter and have your YAM mentor and Leeds career advisor critique it.

[ ] Make sure to talk to your references in advance, and make sure they are willing to serve in that role.

[ ] Manage your social media sites.

[ ] Remove any unprofessional content and lock down your privacy settings.

[ ] Create a professional LinkedIn profile.

[ ] Use a variety of resources and strategies to create a “watch list” of companies and opportunities

[ ] Learn to execute a productive search in Handshake (the CU Job board).

[ ] Follow Career Development on [Facebook](https://www.facebook.com/leedscareerdevelopment), [LinkedIn](http://www.linkedin.com/), and [Twitter](https://twitter.com/LeedsCareer) for Hot Internships; read Career
 Development newsletters and emails!

[ ] Search employers’ websites for internship opportunities.

[ ] Attend Leeds Career Fair (Feb. 7th) and employer information sessions.

**Use Your Network!**

[ ] Your network begins with your family, friends, mentors, neighbors, supervisors and professors, advisors and
 Career Development staff.

[ ] Let your contacts know that you are looking for an internship – tell everyone you meet!

[ ] Reach out to Leeds or CU alums for informational interviews.

**Apply**

[ ] Finalize your resume – fine tune it for each internship to which you are applying.

[ ] Write a targeted cover letter for each internship to which you apply.

[ ] Send your application materials, typically your resume and a cover letter, to potential employers.

[ ] Follow up with organizations via e-mail or telephone one to two weeks after applying to confirm that they
 received your materials. Inquire about a timeline for decisions and ask about any other steps you should take.

[ ] Create a job search notebook and keep detailed notes about where you applied, whom you spoke to, when you
 sent your application, and when you followed-up.

[ ] Schedule a mock interview with your Leeds Career Advisor.

[ ] Begin interviewing!

**Interview**

[ ] Do your research on employers (both company and individual) before you interview with them. Use resources
 such as LinkedIn, Vault and Glassdoor.com.

[ ] Schedule a mock interview with your Career Advisor prior to your first interview.

[ ] Reach out to your YAM mentor for interview tips.

[ ] After each interview, write a thank you email to the interviewer(s); send it within 24 hours of your interview.

[ ] Continue to apply for internships – don’t wait for an answer after each interview before applying to other
 opportunities.

**Accept an Offer**

[ ] When you accept an offer, get all the important details: start date, work hours, office dress code, etc.

[ ] Write thank you emails to the people in your network who helped you and let them know that you got an
 internship!