

ProfessioNole Mentor Guide



TIME COMMITMENT

The ProfessioNole Mentors Program does not require a specific time commitment for participation. Instead, we encourage you to engage in mentoring conversations as they fit your schedule! The ProfessioNole Mentors Program provides you with opportunities to engage in a 1:1 self-guided conversation with 1-5 mentees at a time. Once you have established guidelines and expectations with your student mentee, you can choose to engage in a single impactful conversation, chat over the course of one semester, or even discover a long-term mentoring connection.



YOU RECEIVED A MENTEE REQUEST, NOW WHAT?

Once a student has requested you to be their Mentor, send an introductory message outlining how you can best assist them. Below is a sample template to help guide your first conversation.

Introductions: Get to know one another

- o Provide some introductory and framing information (your background, your availability and expectations, etc.)
- o What is your story? Share your collegiate and professional journey

Discuss your expectations for your mentorship connection

- o How often are you available to communicate with your student mentee?
- o What does mentorship look like for you?

Practice Active Listening

- o Give your mentee a space to feel comfortable exploring the challenges they are facing in their own career development. Listen not only for content, but the context of their situation, so you can give the best advice!

Outline goals with your Student Mentee

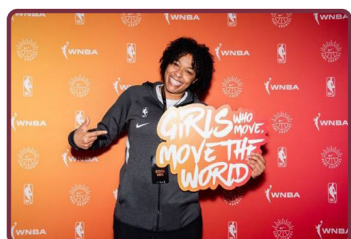
- o Outline what topics you are comfortable discussing and help the student mentee articulate their goals for the mentoring relationship.
- o Examples include: professional development opportunities, technical/program skills you would need to succeed in a field, suggestions to maximize undergraduate/graduate school, tips for relocating to a new city (or country!) after graduation, strategies for networking when job/ internship searching, how to figure out a company's culture, etc.

Offer Supportive Feedback

- o Let your mentee know that you are available to offer advice for their specific career needs, and make sure you approach giving feedback in a growth-oriented perspective.

Schedule your next meeting

- o Set times to check in with your student mentee to make sure they are getting the most out of the mentoring experience.



MENTOR KEYS TO SUCCESS



Be Personable

Though your mentee may not state it, there is intimidation when connecting with a professional in your field of interest. Share personal anecdotes and be personable to break the ice and help your mentee feel more comfortable.

Listen & Learn

Remember that this relationship is about the professional development of your mentee and requires your attentiveness to offer advice that is best for your mentee. Take the time to learn about them and their professional motivations.

Set an Example

Always be appropriate and honest in your communications with your ProfessioNole Mentee. Remember you are setting an example of professionalism for your mentee and they will likely base their professional behavior off your interactions.

Maintain Accountability

Ensure you are following up with your ProfessioNole Mentee in a timely manner. The quality and depth of the mentoring connection is directly based on the effort you both put into it, so be sure to check in.

Promote Networking

Connect with your ProfessioNole Mentee on other platforms such as LinkedIn. Share relevant connections in your professional network so your mentee can start building their own and stay in touch to see their growth.

Express Encouragement

Always end a conversation with your ProfessioNole Mentee expressing encouragement for their progress and growth. Be sure to restate agreed upon tasks and goals you both will complete and schedule your next meeting time!

Discussion Topic Ideas

- **Your Professional Background** – How has your career progressed? Do you work in the same industry/field/ employer you thought you would when in college? What factors influenced your career journey?
- **Company Culture**- What is your work environment like? Does the work environment match your preset idea of the company culture when you were interviewing? What are some strategies for aligning your personality with a potential work environment?
- **Industry Information**- What is the industry you work in really like? What are common factors across employers within this industry? What do you wish you would have known before starting in this industry? How has this industry changed during the span of your career?
- **Maximizing Your College Experience** – What do you wish you would have done to prepare for post-graduation life during college? When your company looks for entry-level hires how important are internships, part-time jobs, leadership roles, etc.?
- **Career Preparation** - What do you wish college students would know about interviewing? What can they do now to figure out their next steps after graduating?
- **Work and Personal Life** How has your work/life balance changed throughout your career?

ProfessioNole Mentors

Connecting students with professionals for career advice since 1988.

FSU Support Resources

You may not be able to help your ProfessioNole Mentee with everything. Here are some helpful on-campus offices available to assist FSU students that you can refer them to, if needed:

Office of the University Registrar

- o For questions about adding and dropping courses, requesting transcripts, transfer credit, grade changes, and other academic record services, refer students to FSU's Office of the University Registrar.
- o Phone: 850-644-1050

FSU Counseling Center

- o The University Counseling Center offers counseling services for FSU students seeking help in a variety of life challenges. Refer a student if they demonstrate a desire for one-on-one counseling sessions, couples or group sessions, or need walk-in services for urgent situations.
- o Phone: 850-644-TALK (8255)

The Center for Health, Advocacy, & Wellness

- o The Center for Health, Advocacy, & Wellness (CHAW) at University Health Services offers wellness services and Health Promotion programs to all FSU students. If a student has questions about health resources available to them on campus, please refer them to CHAW.
- o Phone: 850-644-8871

Center for Leadership and Social Change

- o The Center is a great resource for students looking to get involved in the Tallahassee community in various leadership programs and service opportunities. Help your mentee get connected with The Center if they are interested.
- o Phone: (850) 644-3342

Center for Global Engagement

- o The Center for Global Engagement (CGE) provides orientation, immigration advising, and ongoing support to over 2,500 international students and family members and over 300 international scholars and faculty. If you are mentoring an international student, please refer them to CGE for additional support while at FSU.
- o Phone: 850-644-1702

Career Docs

- o This service allows for a virtual review of an FSU student's resume, cover letter, personal statement, or other career-related document. Refer them to this service if you are unavailable to provide feedback!

Career Center Virtual Services

- o If a student would like information on career advising, career fairs, mock interview prep, or another one of our 20 virtual student services, share this link to the Career Center website!

Questions? ProfessioNoleMentors@fsu.edu

