

## Coordinator Career Mentoring Checklist

Quick tips for Work-Based Learning Coordinators<sup>1</sup> to ensure successful career mentoring.

### Before Career Mentoring

- Identify all interested teachers and help them plan for career mentoring. Share the Teacher Tip Sheet.
- Select the appropriate career mentoring model with a focus on career exploration, training and related education.
- Assess potential mentors and select those who are compatible with the students. Find other ways for those not selected to be involved.
- Conduct background checks and fingerprinting. Determine costs and who will bear expenses. Factor in time for mentors to complete background checks.
- Support teachers in selecting appropriate students and creating learning objectives for them.
- Match students with potential mentors. (When possible, allow the mentor and mentee to select each other.)
- Onboard mentors with an orientation and training. Determine who will absorb those costs. In training, reinforce that there is to be no face-to-face meeting outside of supervised activities. Remind mentors to keep equity issues in mind, ensuring that one mentee isn't offered many perks while another receives few.
- Define how much face-to-face time is desirable. (Early in the experience, the more the better.)
- Explore alternative forms of connecting, such as Skype, email and other social media.

### Sample Career Mentoring Timeline

**Phase 1:** Identify interested teachers, mentors and students. Select career mentoring model.

**Phase 2:** Match students with mentors (or assist them in choosing each other). Follow the steps listed on this [Go Pass for Volunteers page](https://www.nycservice.org/pages/pages/72).

<https://www.nycservice.org/pages/pages/72>

**Phase 3:** Prepare teachers and students.

**Phase 4:** Provide orientation and training to career mentors. Arrange mentoring events.

**Phase 5:** Provide ongoing support to students and career mentors.

**Phase 6:** Use feedback to document effectiveness of program and help students update Employability Skills

### During Career Mentoring

- Share the Top 10 Core Employability Skills with the mentor.
- Share the current focus of classroom activities on a regular basis.
- Provide ongoing support and training for career mentors. Encourage them to share their story of the pathway to their current position. Support them in helping students build their personal traits. Help mentors understand issues of confidentiality and their responsibilities.
- Provide ongoing support for students. Encourage them to share interests, concerns and ideas with their mentors. Suggest they invite mentors to school events/activities. Create assignments for students to share with their mentors and encourage them to share current study topics.

### After Career Mentoring

- Document the career mentoring. Review feedback from mentors, teachers and students and summarize results. Make recommendations for improvements.

<sup>1</sup> In New York State, this includes certified work-based learning coordinators and others who facilitate, arrange and support work-based learning activities for students.

- Help students update their Employability Skills Profile and think about any next steps they would like to take to further their career goals.
- Work with teachers to coordinate “go deeper” activities to connect the career mentoring to the classroom.
- Send thank-you notes to mentors.
- Publicize the career mentoring and the businesses that participated by placing a story in the local newspaper or posting on the school or agency webpage.
- Consider other potential public relations benefits and opportunities.