

## Student Career Mentoring Checklist

Career mentoring is a great way for you to get one-on-one support from a professional in a field that interests you. You and your mentor will make a long-term commitment to work together (generally, at least a year). During that time, you'll regularly communicate, giving you the chance to get answers to your career questions and practice professional behavior.

Below is a checklist to help you get the most out of your career mentoring experience. Read through the list and check off things when you complete them.

### Are you Ready for Game Day?

Have you...

- Completed all required forms?
- Set your learning objectives?
- Researched your mentor's company?
- Prepared your questions?
- Arranged transportation?
- Thought about what you'll share at your first session?

### Have you done all you can to prepare?

- Fill out and turn in any required forms.
- Participate in pre-career-mentoring opportunities in your class.
- Meet with a teacher or coordinator about what you want to get out of your career mentorship (e.g. communication skills). These are your learning objectives.
- Research your mentor's company. Check out their website and write at least three questions that address what you'd like to know about the mentor and his/her job.
- If the career mentorship requires traveling, make sure you have transportation arranged.

### Have you thought about what you can do to make career mentoring a big success?

- Dress appropriately and arrive on time, every time.
- Be respectful. Make sure your phone is off during meetings/activities.
- Pay attention to what your mentor shares with you and the advice you receive.
- Be engaged. When you hear something that interests you, ask if it's okay to take notes.
- Work toward your learning objectives.
- Try to make connections between what you're hearing and what you're learning in class.

### When the career mentoring is over, how will you keep moving your career forward?

- Reflect on the experience. Talk to your classmates and teachers about the mentoring and whether you're interested in pursuing a career in your mentor's industry.
- Participate in classroom activities that help you think about the value of the career mentoring.
- Update your Employability Skills Profile and think about next steps in moving your career plans forward.
- Give feedback about the mentoring experience. If you feel it wasn't a good match, let your teacher or coordinator know so you can be connected with someone else.
- Send a thank-you letter to the mentor for taking the time to work with you. Think about staying connected on LinkedIn or elsewhere.
- Ask your career mentor if you can use them as a reference.
- Share your experience with your peers on social media. Perhaps a blog post?