



## Teacher Career Mentoring Tip Sheet

Note: If you're coordinating a career mentoring program, have a look at the Coordinator Career Mentoring Checklist.

### Career Mentoring is designed to:

- Give students exposure to jobs, careers, and industries.
- Offer the opportunity to build a relationship with a caring and knowledgeable adult.
- Offer a chance to practice communication skills and develop professional skills.
- Help students make connection between school and the workplace.
- Inform career planning.

### Before Career Mentoring

- Review the Career Mentoring Fact Sheet and this tip sheet.
- Identify interested and qualified students and help the coordinator select career mentors who are compatible with the students. (When possible, let them interview and select each other.)
- Assess how career mentoring can support classroom activities and help meet curriculum goals.
- Identify desired student learning objectives. These should include personal, academic, occupational and work-readiness objectives.
- Regularly provide the mentors with information about what students are studying so they can better support key concepts.
- Have students research the career mentor's employer website and prepare at least three meaningful questions to ask during their first meeting.

### During Career Mentoring

- Provide opportunities for students to share in the classroom—verbally and in writing—what they're learning through their career mentorship.
- Encourage students to share current study topics, interests, aspirations, and ideas with their mentor.
- Suggest that students invite their mentors into the classroom for specific events or activities.
- Set regular check-ins with the students.

### After Career Mentoring

- Thank career mentor and together identify follow-up activities for the students.
- Provide opportunities for directed reflection through discussions, presentations, and/or projects. Help students make the connection between training topics and the workplace.
- Help students update their Employability Skills Profile and think about any next steps they would like to take to further their career goals.
- Assess the impact and value of the career mentoring with the coordinator and utilize mentor, teacher and student feedback to improve future career mentoring activities. Use the WBL Activity Evaluation
- Document and archive information about the career mentoring.

### The Classroom Connection: Preparation and Reflection

#### Before Career Mentoring

Set students up for success by having them.

- Research mentor's company and industry.
- Discuss how career mentoring can help them meet learning objectives.
- Help student craft questions and develop goals

#### After Career Mentoring

- Spark student reflection with an activity.
- Ask, "What new things did you learn about the workplace and careers?"
- See if they want to find out more or further explore careers in the mentor's industry.