

## Employer Career Mentoring Tip Sheet

Thanks for agreeing to be a career mentor! As you think about how to best prepare for the experience, keep the following success factors in mind.

### Before Career Mentoring

- Commit to stay engaged for a minimum of one year and possibly through to graduation.
- Attend the career mentoring orientation.
- If you have questions or concerns, discuss them with the coordinator or teacher.
- Provide teacher with website link(s) about your company, industry and profession to help your mentee prepare questions.
- Find out what your mentee is currently studying so you can link the classroom with the workplace and support key concepts.

### During Career Mentoring

- Meet or communicate regularly with your mentee. Some activities will be organized by the coordinator and some contact will be generated by your mentee or yourself via email or telephone.
- Follow all school and company rules, including volunteer policies and boundary/equity issues. Make sure there's no face-to-face connection outside of supervised and approved activities. (The orientation you attend will help you with this.)
- Regularly review the information on what your mentee is studying, and ask questions about it. Provide feedback on their work.
- Pay attention and show your mentee that you're listening.
- Make it real. It's all about the relationship you're able to develop with your mentee.
- Help your mentee focus on learning about and practicing professional skills.
- Share the educational and career path you took to your current position.
- Talk about how school subjects (such as math and language arts) and good habits (such as punctuality and consistent attendance) are important skills in the workplace.
- If possible, share mistakes you've made and how you have addressed problems.
- If you can no longer be a mentor, give as much notice as possible, try to recruit someone else, and make sure your mentee knows why you need to stop and that it has nothing to do with him/her.

### After Career Mentoring

- Provide feedback to the coordinator to improve future career mentoring experiences. Complete the WBL Activity Evaluation.
- Consider how you might use the career mentoring experience to promote your company's visibility in the community.

### Go Deeper

- Consider having your mentee shadow you at work for a day.
- Arrange an internship at your company for your mentee. Check in regularly around his or her progress.

### Why is Career Mentoring Important?

- Research shows that career mentors help students stay in school, stay focused on their career options and pursue their goals.
- A career mentor lets a young person know that someone cares, that they matter and can have a bright future.
- A career mentor can help a young person see the connection between what they learn in the classroom and the real world.
- A career mentor can help their mentee better communicate with and relate to adults.