MENTEE GUIDELINES

1. To have a one-on-one mentoring relationship, a student must complete the online application form. Only serious candidates are given an alumni mentor. You will be notified of your mentor's name and contact information via e-mail or phone. Contact your mentor as soon as possible to introduce yourself and schedule a meeting. An alumni or career services staff member can set up the first orientation for the alumnus or alumna and student if necessary. Students who do not wish to participate in a one-on-one relationship can still attend panel and guest speaking events on- and off-campus throughout the year.

2. Respect the time and availability of your mentor. Reply to his/her phone calls and/or e-mails promptly. It is the quality of the relationship, not the quantity of time spent that determines its success. Please give your mentor 24 hour notice if you need to cancel an appointment.

3. Keep your questions appropriate in the terms of your mentor’s guidelines. The mentor's role is to give the student a realistic view of a profession. Appropriate topics for discussion are a profession's current issues, the job market, the mentor's approaches to an ethical and professional dilemma, career goals and career tracks, types of businesses, management issues and quality of life issues in the profession.

4. The ASK Program is not meant to serve as a recruitment device or job placement program. Do not ask for a job. You may ask your mentor for a letter of reference if you’ve spent an ample amount of time together and you feel comfortable. Make a good impression on him/her and their colleagues so they remember you if you apply for a job at their place of employment.

5. Depending on respective schedules, mentors and students may meet on campus or at the mentor’s place of business. If your mentor agrees, you may attend hearings, meetings, lectures or any special career-related event. In some cases, the primary means of communication between students and mentors may be by telephone or e-mail. Telephone and e-mail contacts can provide the basis for a rewarding exchange.

6. Conversations between students and mentors are confidential unless a situation arises that requires a resolution with the support of the alumni, career or counseling offices.

If at any time a question arises, please contact the Office of Alumni Relations at 716.926.8938.