MENTOR GUIDELINES

1. To be a mentor, you must fill out the online application form. We will archive this information and use it to match mentors with mentees. Your participation is based on student body requests each year and you may not always be called upon.

2. You will be notified of your mentee’s name and contact information via e-mail or phone. Contact your mentee 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 mentor and student to help establish the mentoring relationship.

3. Plan meetings with your mentee based on the needs of your practice and schedule. It is the quality of the relationship, not the quantity of time spent that determines its success. Students are encouraged to respect your time and availability.

4. The mentor's role is to give the student a realistic view of a profession. Appropriate topics for discussion between students and mentors are current issues in the profession, the job market, the mentor's approaches to an ethical and professional dilemma, career goals, career tracks, types of businesses, management issues and quality of life in the profession.

5. The ASK Program is not meant to serve as a recruitment device or job placement program. You may be asked for a letter of recommendation if you’ve spent an ample amount of time with them.

6. Depending on respective schedules, mentors and students may meet on campus or at the mentor’s place of business. You may invite students to 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.

7. Conversations between students and mentors are confidential unless a situation arises that requires a resolution with the support of the Office of Alumni Relations and Career Development.

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