



## **Tips for Your Mentorship: Student Protégé**

*Here are some tips for Mentors to handle the specific tasks that a Student Protégé may be facing*

### **Career Planning**

- Map out a five-year career plan, including course selection if appropriate.
- Discuss majors or specific courses outside a major that may be useful for the Protégé's desired career field.
- Target key professors in the Protégé's area of interest that they could connect with.
- Identify education, skills, and accomplishments that are valued by employers and research the steps necessary to obtain them. Look up ideal job postings and develop a long-term plan to become a qualified candidate for such jobs.
- Research certifications that may be required for certain industries and look for courses that offer these certifications.

### **Networking Skills**

- Research networking clubs or industry specific groups on campus for your Protégé to join.
- Help your Protégé create an effective LinkedIn account and keep it updated.
- Look through both of your alumni networks for people in the Protégé's field to connect with.

### **Professional Development**

- Research your Protégé's campus Career Center and look into any career advising or professional development services they offer.
- Keep informed of campus events to attend together, or events that may benefit the Protégé's professional development (e.g., career panels, visiting lecturers, volunteer activities, résumé or interview workshops, job fairs, etc.).
- Research Mentor's company and see if there are professional development resources to be utilized (e.g., mock interviews, HR department résumé review, etc.).
- Invite Protégé to your office if possible (e.g. schedule a lunch with colleagues, organize a job shadow, present on a corporate topic, or complete a task related to field of interest, etc.).

### **Internships and Jobs**

- Help your Protégé develop a 30-second "elevator" pitch.
- Consider companies to target for internships and long-term career placement.
- Discuss professional protocol (e.g. sending Thank You notes after interview, appropriate professional attire, etc.).
- Help the Protégé assemble a professional portfolio including work/writing samples; academic transcripts and records; performance evaluations; letters of recommendation; and copies of diplomas, awards, or certificates.
- Consider writing a letter of recommendation for your Protégé.