



## **Program Guidelines - Mentor**

The Mentorship Program is a structured process which offers an opportunity to DallasHR members to share their knowledge and their passion for the field of Human Resources with local students currently engaged in the pursuit of a formal degree program in our profession. This program simply serves as a potentially valuable vehicle to help provide additional insight into specific areas of interest the student wishes to explore. Our Mentorship Program partners practicing HR professionals with aspiring college students from local colleges and universities engaged in the pursuit of a HR related degree. The Mentorship Program is conducted over a school year.

### **Objectives**

The goal of the Mentorship Program is to provide students with opportunities to expand their knowledge of HR practices, familiarize themselves with the HR profession and develop professional contacts through interaction with HR professionals.

### **Program Details**

The Mentor Program is designed to connect students and local HR professionals. We hope that by matching students with volunteer HR professionals both Mentors and Mentees develop a mutually beneficial relationship. Once the students are matched with the professionals, the responsibility to maintain contact remains with the two individuals. Common ways to connect include regular luncheons, shadowing opportunities, phone conversations, etc. Each Mentor-Mentee relationship is very unique.

### **Mentor Responsibilities**

- All Mentor volunteers attend an “Introduction” meeting with the other Mentors and student participants. Mentors will discuss a brief overview of their involvement in the HR field including topics such as work history, professional certifications, and involvement in HR volunteer activities. Students will share their academic history, areas of interest in HR tracks, student chapter involvement, and HR career preferences.
- You will have the opportunity to submit your preference on Mentees. These will be taken into consideration when you are assigned a Mentee.
- After you are assigned a specific student Mentee by the Student Engagement Committee, you will coordinate an initial meeting time and location to plan the mentorship activities for the year. You may use the suggested topics by month to identify specific student areas of interests and preference for specific types of

mentorship activities. You can then compare those requests to your own unique background, work experiences, and professional aspirations. Collaboratively, you and your student Mentee can then create an action plan to identify a series of activities to address the different areas of interest.

- Each Mentor-Mentee team will participate in some form of communication activities during the year. They may include activities such as phone conversations focused on specific HR related issues, attending a DallasHR monthly luncheon together to illustrate the need for networking and continuous professional development, or allowing the student to participate in a job shadowing event at your workplace. The types of learning activities are unique to each Mentor-Mentee team based on your own preferences, interests, and schedules.
- At the end of the year, each Mentor and Mentee will complete a feedback form and submit it to the Student Engagement Committee. You will discuss the specific activities you included in your mentorship experience, identify some of the positive benefits you observed or experienced, and suggest possible improvements to the process to make it more effective for future participants.

### Timeline

<b>Date</b>	<b>Program Details</b>
5/1/2017	Mentorship Program Application Process Begins for 2017 - 2018
10/06/2017	Deadline to Submit Mentorship Application
10/10/2017	Mentorship Program Introduction/Orientation
10/13/2017	Deadline to Submit Mentor/Mentee Preferences
10/16/2017	2017-2018 Mentorship Program Begins
2/7/2018	Mid-Year Networking Event
5/16/2018	Program End Networking Event
5/16/2018	Program Feedback Survey Distributed
6/1/2018	Program Feedback Survey Due
6/1/2018	2017-2018 Mentorship Program Ends

\* Additional meetings could be scheduled during the year

\*\* Some of these dates could be subject to change