



Mentee Program Guidelines

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.

Objectives

The goal of the Mentor 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.

Professionalism

Please remember that your Mentor devoted time out of his/her day to discuss your future with you. Please be courteous in all you do and ensure that all communications and conversations conform to standards of professionalism. If you have any questions about professionalism or discussion topics, please contact the program facilitator. Please remember that you will only get back what you put in!

Mentee Responsibilities

- All Mentees attend an “Introduction” meeting with the other Mentees and Mentor volunteers. Mentees will share their academic history, areas of interest in HR tracks, student chapter involvement, and HR career preferences. 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.
- You will have the opportunity to submit your preference of Mentors. These will be taken into consideration when you are assigned with a Mentor.
- After you are assigned a specific Mentor 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 areas of interests and preference for specific types of mentorship activities. Collaboratively, you and your Mentor 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

Date	Program Details
10/19/2018	Deadline to Submit Mentorship Application
10/29/2018	Mentorship Program Introduction/Orientation
11/1/2018	Deadline to Submit Mentor/Mentee Preferences
11/5/2018	2018-2019 Mentorship Program Begins
2/7/2019	Mid-Year Networking Event
4/18/2019	Program End Networking Event
5/3/2019	Program Feedback Forms Due

** Additional meetings could be scheduled during the year

**Some of these dates could be subject to change