



XAVIER UNIVERSITY

MENTORING PROGRAM

CAREER SERVICES CENTER

Guide For Long-Distance Mentoring

Mentors: Do you live far from Cincinnati? **Mentees:** Are you traveling abroad? Here are the top 5 activities mentors and mentees can do without being in the same place.

- 1. Email:** Email is the most commonly used tool for mentors and mentees to communicate, even when they both live in the same city. Exchange all information upfront like the best addresses and times to reach one another. If you're generally unavailable on a certain day of the week, let your mentee/mentor know. Remember, be respectful of general email etiquette and avoid large time gaps between responses as well as overly lengthy messages. Emailing is also great for mentors and mentees in different time zones.
- 2. Phone calls:** Phone calls are rarely used in today's technology-driven world; however, they can still be a useful tool. For example, a long commute to or from work is a perfect time to chat on the phone. In addition, strong verbal communication is a top skill required in most careers, so this practice will shapen mentees' abilities to impress future employers.
- 3. Skype:** If you both have webcams, Skype is a great tool for mentors and mentees to meet face-to-face without actually meeting in the same room. Many businesses today use Skype for the first round of interviews because it saves time and money. So set up a [free account](#) and conduct a practice Skype interview, then give feedback.
- 4. Blog commenting:** Find a handful of career or interest-related blogs and commit to reading then commenting on posts once a week. You'll be able to read each other's comments and have new material for discussions about post-Xavier plans. In addition, you'll both be up to date on industry while honing your crucial social media skills.
- 5. Virtual book club:** Create your own virtual book club. Just pick a book—either a fun read or career-related—set dates by which to finish chapters and exchange comments via email. The Career Resource Library in CSC is a good place to browse possible selections. You can even invite other mentees and mentors on the [LinkedIn group](#) to join in on the discussion.