TIME COMMITMENT

The Xavier Mentor Program is structured and designed with the limited schedule of a busy professional in mind. **This program is a 1-2 hour commitment per month**, and it can be mostly done from your office chair.

**We ask the student Mentee to drive communication** and they are expected to reach out on a **monthly basis** (at the very least). This is usually accomplished via email or phone. Mentees seek advice on everything from which classroom elective they should take, to asking for a contact to conduct an informational interview; to resume help and best companies for their desired industry.

**The most common communication mode is email**; however, we highly recommend Mentors and Mentees **also meet face-to-face twice a semester**. Our suggested timeline is:

- Aug/Sept (Oct)
- Oct/Nov (Dec)
- Jan/Feb
- Mar/Apr (May)

We will have a “**Mentor Hour**” in November and our annual **Mentor Luncheon in April**. These are great opportunities for in-person interaction. Aside from these customary events, it’s a program driven by your available time and by your Mentee’s level of need.

**You are in control of the selection of your Mentee.** You select your own student Mentee by reviewing their bio. Student bios are very personal in nature; intended to convey the Mentee’s personal characteristics, aspirations and talents in addition to career interests.

Upon selecting your Mentee, you will receive the **Mentor Handbook** with best practices including an extensive list of suggested activities to conduct with your Mentee. We will also have a **Best Practices Roundtable in October** for Mentors both new and veteran. You will also receive a **monthly e-newsletter - the Mentor eXchange** - with tips, best practices and suggestions to assist you in mentoring.

**Both the Mentor and student Mentee are expected to maintain the mentoring relationship until the student Mentee graduates from Xavier University.**

If you have any questions, please contact:

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