Mentor Handbook
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**Mission**

The Xavier University Mentor Program links students with leading executives and career professionals - offering an innovative approach by providing students practical application of networking skills, personal and professional growth over an extended period of time, as well as the Jesuit values of service to others and cura personalis.

**Program Goals**

- Provide insight and tools to help Mentee make informed & ethical career decisions.
- Through coaching and feedback, develop leadership, teamwork, creative thinking and interpersonal skills.
- Provide advice on personal growth, academics, and career topics (including possible career paths).
- Provide a forum for the observation, practice and mastery of professional networking skills.
MENTOR RESPONSIBILITIES

- Respond to your Mentee when they reach out to you for help or advice - be it a professional, academic or personal issue.
- Meet in person with your Mentee at least twice each academic semester.
- Attend Program events when possible.
- Utilize the monthly Mentor eXchange e-newsletter for relevant topics, upcoming events and suggested activities.
- Be encouraging and supportive.
- Be open and generous in sharing your ideas, experience, resources and network with your Mentee.
- Ask open questions – be an active listener
- Review the Mentor Agreement.

YOUR MENTEE’S RESPONSIBILITIES

Upon selection, your Mentee will attend a mandatory orientation which will review their responsibilities below:

- Initiate at least monthly communication with you, thus driving the relationship and indicating needs. You may reach out as well if desired.
- Respond to emails & messages within 2 business days.
- Show up on time and keep commitments.
- Be open and listen to constructive feedback.
- Commit to the mentoring relationship until they graduate from Xavier.
THE FIRST MEETING

It is the student Mentee’s responsibility to initiate the first step by contacting you to schedule your first meeting.

The majority of first meetings take place during lunch on Xavier’s campus. There are various dining options - check with your Mentee for suggestions. A morning coffee or after work smoothie is an option, too. These meetings usually last 60 minutes and should be relaxed and casual.

You are not responsible to pay for your Mentee’s meal, nor vice versa. This goes for any expenses which may occur, though you are welcome to treat if you wish.

Topics of conversation for this first meeting will vary. **There are only two objectives:**

1. **Become acquainted**
2. **Establish communication expectations** including frequency & methods (email, phone, face-to-face, etc.)

**Tell Your Mentee About...**

- Your childhood & family dynamics
- What were you like when you were your mentee's age?
- Your personal life. Family? Children? Pets?
- Your hobbies and interests.
- Your connection to Xavier. Why are you a Mentor?
- Your career path.
- Your current job. Responsibilities? Rewards/challenges?
- The reason you chose them. What was it that struck you?
QUESTIONS TO ASK YOUR MENTEE

1. Why did you want to be part of the Xavier Mentor Program?

2. What excites you? What are you passionate about?

3. Why have you chosen your major?

4. What is your biggest immediate fear?

5. What pressing career/academic needs can I help address as your Mentor?

6. Who is your role model? Why?

7. For what types of companies are you hoping to work?

8. Describe your ideal internship/job/company?

9. Tell me about your experiences with mock interviews, resume critiques and networking?

10. What concerns you most about applying for internships and jobs?

11. Where would you like to live after graduation?

12. What questions do you have for me?

13. When and how should we communicate next?
AFTER THE FIRST MEETING

It is easier to get connected to your Mentee than it is to stay connected. **A regular communication cycle is the key** to staying connected, and thus, enabling the mentoring relationship to thrive and become mutually beneficial.

Though it is your Mentee’s responsibility to contact you, more often than not, Mentors and Mentees reach out to each other equally. Various methods are used as indicated below:
Xavier assists by sending Mentors & Mentees a monthly e-newsletter – *eXchanges* – with ideas and suggestions to encourage communication.

Your Mentee will contact you to inquire about various issues, dilemmas and requests for advice.

**What did you spend most of your time discussing with your Mentee? (Based on 2014 Spring Mentor Survey)**

- Career (e.g. industry, organization research, networking) 40%
- Employment (e.g. finding an internship/job, resume, interviewing) 34%
- Academic (e.g. selecting/changing a major/minor, electives) 14%
- Personal (e.g. family, friends, behavior) 12%

**We strongly recommend Mentors & Mentees meet face-to-face at least twice a semester.** Here is the suggested timeline:

- Aug/Sept (Oct)
- Oct/Nov (Dec)
- Jan/Feb
- Mar/Apr (May)
Our office hosts a “Mentoring Hour” in **November**, as well as the annual luncheon in **April**. These events would be the perfect opportunity for your face-to-face meetings.

You are more than welcome to meet in person more often – we know your schedule is quite busy which is why many of our mentoring pairs communicate mostly through email or via phone.

Mentors & Mentees continue to communicate throughout the summer – usually remotely due to long-distance. Therefore communication is year-’round.

**The Mentoring relationship will last as long as your Mentee is a Xavier student and even beyond.** Many alumni Mentees still correspond with their Mentors long after receiving their Xavier diploma.
SUGGESTED ACTIVITIES

- Discuss what your Mentee needs to be doing now to be marketable and employed at graduation. Offer suggestions and lay out a monthly or yearly strategic plan.

- Ask to see a copy of your Mentee’s professional resume, cover letter and/or elevator pitch. Review them and give your Mentee feedback, or forward it to your hiring manager for the same.

- Encourage your Mentee to join American Toastmasters or other soft-skill enhancing programs.

- According to their chosen degree and interests, encourage them to join professional organizations as a student member.

- Invite your Mentee to shadow you, or an associate, for a few hours or for an entire day.

- Send your Mentee relevant career articles as well as encourage them to subscribe to and read relevant magazines and journals.

- Involve your Mentee in community projects or endeavors in which you have a role.

- Invite your Mentee to join you in a social activity where other professionals or clients are involved.

- Ask your Mentee how their academic classes are progressing.

- Give feedback on your Mentee’s professional attitude, presence and conduct. Critique and suggest improvements on handshake, smiling, posture and articulation.

- Ask them to identify and research their favorite careers.
• Offer the names of associates to your Mentee for the purpose of meeting and further career discussions, i.e. an informational interview.

• Have them attend a morning staff meeting, a professional association meeting, or a client meeting with you.

• Encourage your Mentee to connect with you on LinkedIn. Critique their profile. Discuss the benefits of LinkedIn.

• Inquire about your Mentee’s internship endeavors. Your Mentee should have at least one internship experience on their resume by the start of senior year.

• Discuss projects and developments in your company and industry such as:
  ✓ Technology and trends
  ✓ Time management (business vs. personal time)
  ✓ Globalization
  ✓ Competition and marketing
  ✓ Ethics in the work place
  ✓ Diversity

• Discuss the difference between “business professional” dress and “business casual” dress. Advise your Mentee to invest in a few pieces of clothing for both occasions.

• Suggest that your Mentee take a self-assessment test, such as StrengthsFinder. Help your Mentee discover and develop their natural talents.
ANNUAL LUNCHEON

The Career Development Office hosts the annual Program luncheon in April. It is an occasion to meet and network with other Mentors and student Mentees; to meet Xavier faculty, staff and administrators; and, to be present when the “Mentor-of-the-Year” and “Mentee-of-the-Year” awards are announced.

The 2015 luncheon is Tuesday, April 21st.

CAREER DEVELOPMENT

Many conversations Mentors have with their Mentees involves career development topics such as internship/job search, interview skills, networking, etc.

Xavier students have access to the Career Development Office which offers one-on-one career coaching, professional development workshops, online resources and more. These services may complement your own career development knowledge. To learn more, please visit www.xavier.edu/career.
STATEMENT ON PERSONAL RESPECT AND HARASSMENT

Xavier’s Mission is to be a community of inquiry in the Catholic, Jesuit tradition dedicated to forming students intellectually, morally and spiritually, with rigor and compassion, towards lives of solidarity, service and success. Only a campus environment of mutual respect and genuine care for all individuals enables this Mission to be realized. The Xavier University Xavier Mentor Program is likewise part of that Mission.

All forms of harassment or disrespect for the immutable characteristics of another individual are behaviors that destroy Xavier’s precious campus environment and Mission. Xavier is committed to eliminating barriers that impede learning and research, as well as establishing and maintaining diverse human relationships that are essential to living harmoniously in a global society. Therefore, it is essential that members of the University community, including those who serve in the Xavier Mentor Program as a University-related-off-campus activity, function effectively and justly when exposed to ideas, beliefs, values, personal characteristics, and cultures that are different from their own. Incidents of harassment jeopardize the proper functioning of the Xavier community and, therefore, the University takes all claims of harassment seriously.

Harassment is the creation of a hostile or intimidating environment, in which conduct, because of its severity or persistence, is likely to interfere significantly with an individual’s life by affecting a person physically or emotionally. Such harassment will not be tolerated. This harassment could be uninvited or unwelcome verbal, physical, or visual conduct. Harassing conduct is often, but not always, in reference to an individual’s or a group of individuals’ sex, gender identity, race, color, economic status, class, religion, culture, national origin, citizenship or veteran status, ethnicity, sexual orientation, position, age, handicap, or disability.

In circumstances where an individual feels that he or she has been harassed, the University provides several channels of communication, information, and an informal or formal complaint resolution process. Persons or groups involved in the Xavier University Xavier Mentor Program who believe that they are victims or have been negatively impacted by such harassment are encouraged to promptly report the incident to the Sr. Asst. Director, External Relations & Mentoring in the Career Development Office. All complaints are considered to be serious and are dealt with through the Xavier University Harassment Code and Accountability Procedures implemented on August 14, 2006 that are available at www.xavier.edu. The conduct alleged to constitute harassment will be evaluated from the perspective of a reasonable person similarly situated to the complainant and in consideration of all relevant circumstances.