

Career Development Office



# MENTOR HANDBOOK

Xavier University  
Mentor Program

Since 2003,  
the *nationally known*

# *Mentor Program*

has matched over

**2,350 students**

with executives & career professionals.



# *Welcome to the* **Xavier Mentor Program!**

The Program serves Xavier students of **all** majors and collaborates with Mentors from more than 560 different organizations.

The Xavier Mentor Program is part of the Career Development Office, whose mission is to “connect, educate and empower” students. Xavier student Mentees are bright, energetic and eager; they have a plethora of ideas, opinions and unique viewpoints. They are looking for guidance and advice on their journey to graduation and their profession.

We sincerely hope that your mentoring experience is rewarding and inspirational. Please do not hesitate to contact us with any questions, comments, or concerns along the way.

Sincerely,

*Sarah Brinker-Good*

Assistant Director  
Mentoring & Assessment

*April Robles*

Senior Assistant Director  
External Relations & Mentoring



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## MISSION

Linking students with leading executives and career professionals, the Xavier University Mentor Program offers 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 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.
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## MENTOR RESPONSIBILITIES

- Respond to your Mentee  
If they reach out to you for help or advice on professional, academic or personal issues.
- Meet in person with your Mentee  
Strongly recommend at least twice each fall and spring semester.
- Attend Program events when possible
- Utilize the *Mentor Xchange* e-newsletter  
For relevant topics, upcoming events and suggested activities.
- Be encouraging & supportive
- Be open & generous  
Share 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  
The student drives the relationship and indicates needs. You may reach out as well if desired.
- Respond to your emails & messages  
Response should occur within two business days.
- Show up on time  
Follow through on promises and keep commitments.
- Be open and listen to constructive feedback
- Commit to the mentoring relationship  
Until they graduate from Xavier.

## YOUR FIRST MEETING

It is the Mentee's responsibility to contact you to schedule your first meeting. Many first meetings take place during lunch on Xavier's campus - check with your Mentee for suggestions. Alternatives such as a morning coffee or after work smoothie work as well for a first meeting. Meetings should be relaxed and casual and typically last an hour.

You are not responsible to pay for your Mentee's meal or any of your Mentee's expenses which may occur, nor vice versa. However, 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, in-person, etc.)**

## TELL YOUR MENTEE ABOUT...

- Your childhood and family dynamics.
- What were you like when you were your Mentee's age?
- Where did you go to high school? College?
- Your personal life. Family? Children? Pets?
- Your hobbies and interests.
- Travel destinations – where have you visited?
- Your connection to Xavier. Why are you a Mentor?
- Your career path.
- Your current job. Responsibilities?

# QUESTIONS TO ASK YOUR MENTEE

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

What excites you? What are you passionate about?

Why have you chosen your major?

What is your biggest immediate fear?

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

Who is your role model? Why?

For what types of companies or organizations are you hoping to work?

Describe your ideal internship/job/company?

Tell me about your experiences with mock interviews, resume critiques & networking?

What concerns you most about applying for internships?

Where would you like to live after graduation?

What questions do you have for me?

When and how should we communicate next?





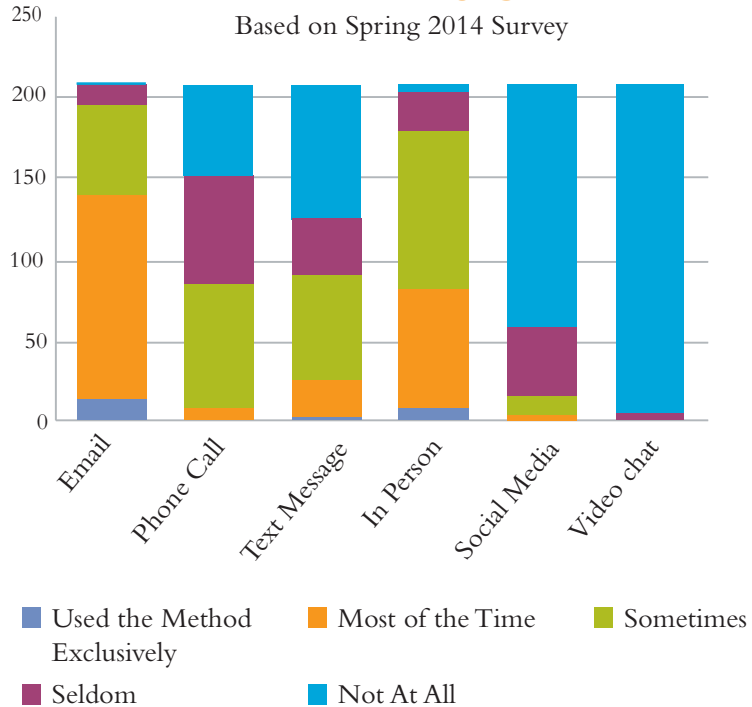
## AFTER YOUR FIRST MEETING

It is easier to **get** connected to your Mentee than **stay** connected. Regular communication is key - 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:

### COMMUNICATION METHOD USED BY MENTORS

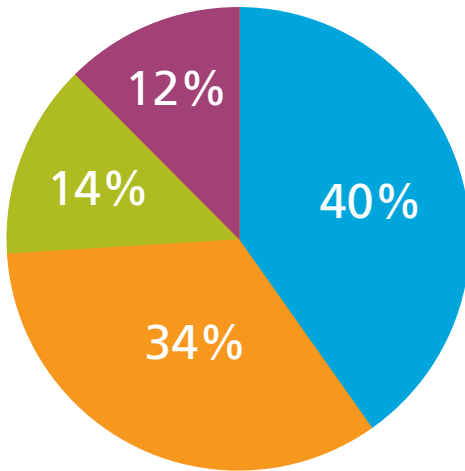
Based on Spring 2014 Survey



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 Spring 2014 Mentor Survey



### Career

industry & organization  
research, networking

### Employment

finding an internship  
or job, resume,  
interviewing

### Academic

selecting/changing a major  
or minor, electives

### Personal

We strongly recommend Mentors & Mentees meet **face-to-face at least twice a semester (four times throughout the academic year)**. Here is the suggested timeline:



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 through email or via phone/text messages.

To facilitate in-person meetings, we encourage you to attend any/all of our annual events:

## **MENTORING ROUNDTABLE**

For Mentors Only! Meet up with your fellow Mentors, both new and seasoned, to share best practices, experiences, ask questions and more. This event is offered during fall break (early October) and spring break (late March/early April).

## **MENTORING HOUR**

Meet up with your Mentee, and other mentoring pairs, and get ready for game day. This evening event is before a men's home basketball game in late November/early December. Light refreshments will be provided and there may even be an opportunity to win a pair of game tickets.

## **MENTORING MEET-UPS**

Offered throughout the fall and spring semesters, these industry or theme based networking events allow you to meet other Mentors and Mentees who share a similar interest. Topics include healthcare, women in leadership, non-profit and more.

## **CELEBRATION LUNCHEON**

The Career Development Office hosts the luncheon in late April. It is an occasion to meet and network with other Mentors and their Mentees, celebrate the end of the academic year, and recognize the “Mentor-of-the-Year” and “Mentee-of-the-Year” award winners.

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, LinkedIn profile 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.

# Xchanges

A monthly e-newsletter sent to all Mentors and their Mentees to facilitate communication. Each issue contains suggested discussion topics, upcoming networking events and mentoring tips.

## CAREER DEVELOPMENT

Many conversations Mentors have with their Mentees involve 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 compliment your own career development knowledge. To learn more, please visit [www.xavier.edu/career](http://www.xavier.edu/career).

## THANK YOU FOR GIVING YOUR TIME AND TALENTS TO OUR PROGRAM!

Feel free to reach out anytime with questions, concerns, suggestions etc. Email [mentor@xavier.edu](mailto:mentor@xavier.edu) or call (513) 745-3141.



## STATEMENT ON PERSONAL RESPECT & 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 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 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 Senior Assistant 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](http://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.



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