THE 2021-2022 MENTORING PROGRAM

Mentor Guidebook

#MENTORINGMOMENTS

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WELCOME TO
THE MENTORING PROGRAM!

Thank you for volunteering your time for the
Levin College Mentoring Program!

GOAL

Mentoring allows professionals in leadership positions and students to build partnerships. The program provides students with opportunities to build a network and develop professional skills. Mentors provide guidance as students examine career choices during the academic year.

HISTORY

Senator Grace L. Drake founded the Mentoring Program under the Ohio Center for the Advancement of Women in Public Service. Since its inception, the program has helped hundreds of students by matching them with public and nonprofit sector leaders.

GUIDELINES

This guidebook will provide you with the parameters and expectations for the mentoring relationship. The program offers flexibility to create a partnership that's best for you and your student and the personal goals you have set for the program.

DISCLAIMER

Mentoring Program events will be held VIRTUALLY until further notice. Thank you for your continued partnership!
BENEFITS OF THE PROGRAM (FOR MENTEES) INCLUDE...

- Acquiring networking experience;
- Developing a clearer understanding of career opportunities;
- Gaining career-related advice and support;
- Learning the ins and outs of a work environment;
- Sharpening and learning new skill-sets;
- Refining communication skills;
- Building self-esteem and confidence;
- Developing lifelong friends and connections;
- Accessing a network of program alumni and professionals;
- Improving academic performance.
The partnership between a mentor and a student is built on a foundation of trust, respect, and professionalism. As a leader in your organization, we know you possess the necessary skills required to establish a close relationship with your student. With your leadership experience, you will be a great mentor!

**Mentoring Program Coordination**

Center Staff provides the following coordination to facilitate the mentoring relationships:

- Recruit, interview, and match mentors with students;
- E-introduce the mentors and mentees;
- Provide a copy of the guidebook for mentors and students;
- Host a virtual welcome session for students and mentors;
- Host multiple virtual events (i.e. welcome sessions, networking opportunities, career exploration programs, resume reviews, etc.)
- Track and assist participant activities via email, Blackboard, meetings, phone/Zoom calls, and surveys;
- Evaluate the program upon completion.
As a mentor, please keep in mind the following throughout the program:

- First, picture yourself as a student – what would you like to gain from this experience? How can we create a special experience for both parties?
- The formal mentoring relationship takes place within the course of the academic year. Attempt to include your student in as many work activities as you possibly can (i.e. board committee meetings, check-in meetings, networking opportunities, professional events, webinars, etc.);
- Please have a conversation with your mentee to explore meeting options. You are allowed to meet in person, virtually, or a combination of the two. It is up to the discretion of each pair;
- Introduce your mentee to your team;
- Try to return email and phone calls in a timely manner. We know you're busy, but we'd like for you to meet with your mentee at least once a month;
- Offer constructive criticism in a positive way;
- Help your student understand the best times during the day to communicate with working professionals;
- Serve as an advocate and guide the student to achieve his or her goals;
- Demonstrate professional conduct and proper virtual etiquette;
- Part of the mentoring process is for you to share career knowledge and the ways in which you got started in your career;
- Be mindful of each other's privacy! Please try to wear headphones for the duration of your virtual meetings;
- Although your student is in charge of reaching out, please be mindful that a few students may be little shy and need encouragement during the initial weeks;
- If possible, please reach out to your mentee before the first event. We also recommend that you connect with your mentee to ensure you are attending the same welcome session.
Ideas on how to make the most out of your meetings

If you and your mentee choose to meet in person, the Center strongly encourages adhering to CDC guidelines (i.e. mask wearing, social distancing, etc.)

- Grab a cup of coffee together on a set day each month and catch up. Virtual coffee chats are great, too!
- Invite your mentee to sit in on webinars, conferences, meetings, work events and more.
- If using Zoom, use the poll feature and get to know your mentee in a more fun way! Or, utilize other virtual tools that will make your time together more interactive and productive.
- Set up a time to review your mentee's resume.
- Attend a Levin College or a community event together! And, set aside time to debrief after.
- Be creative! Have fun, stay safe, and make this experience worth remembering!
All sessions will be held from 4:30-6 pm virtually until further notice. Mentors and students are invited to all events.

End of September/Beginning of October:
Mentors will be contacted and paired with mentees.

Welcome Sessions (Zoom)

Wednesday, October 20th:
Students' last names starting with A-J

Wednesday, October 27th:
Students' last names starting with K-Z

*Mentors aren't required to attend a welcome session, but strongly encouraged. Please ask your student which session they're attending.

This will serve as your chance to get to know the program, as well as meet other mentors and students in this year's cohort.
1:1 Speed Networking

**Wednesday, November 17th (via Glimpse)**
Students will deliver their elevator pitches to mentors (1:1). Mentors will provide feedback.

Career Exploration Day

**Wednesday, December 1st (via Zoom)**
Mentors will speak to students about their careers and answer any questions they may have.
Please contact Alexandra (a.higl@csuohio.edu) if you are interested in volunteering.

Meet the Mentors Panel

**Wednesday, January 26th (via Zoom Webinar)**
The panel will feature four mentors from different areas of urban affairs.

Speed Resume Review

**Wednesday, February 23rd (Delivery Method TBD)**
Students will share their resumes, and mentors will provide feedback.
Internship/Career Panel

Wednesday, March 30th (via Zoom Webinar)
Students will hear from alumni and HR professionals about internship and career-related best practices.

End of the Year Celebration

Wednesday, April 20th (via Zoom)
This is one last opportunity to connect as a cohort before summer break.
Use these events as an opportunity to broaden your professional network and interact with your fellow cohort members! Take inspiration from the 2019-2020 cohort, where four mentors with similar professional experience and students who shared common interests formed an environmental club! The group put together discussions and meetings, allowing students to apply academic concepts to real-world experiences.

Read more about the group here: https://urban.csuohio.edu/news/cpnms-environmental-mentoring-team-inspires-students-through-collaborative-effort
Please Note: Students have access to the CSU’s Office of Career Services for additional resume writing help. We are requesting the mentor’s guidance as a professional in the student’s field of interest to review their resume. The goal is to help the student prepare a complete and focused picture of their employment possibilities.

Resume Critique Questions

1. Is the resume easy to read and appealing to the eye? If not what are some suggestions?
2. Does the resume have any misspellings or typos?
3. Is the resume exciting? Are there action verbs that jump from the page? Are there keywords that catch your attention?
4. Is there too much unnecessary data on the resume that is distracting from their qualifications for this field?
5. Are there any accomplishments that you think the student may have that are not properly captured on the resume? If so please generate a conversation to uncover those areas and why they are important
6. Are there any critical sections that are missing or lacking important information: i.e. contact information experience, education, etc...
7. What is the candidate missing either on the resume or in their skill set/background that could be beneficial to entering into your line of work?
8. Does the resume have a specific theme related to the position or field?
9. What are some suggestions in building a compatible theme?
10. What are the main questions/concerns/warning signs that the candidate should address on their resume (i.e. gaps in the resume, unrelated work experiences, too many job changes, general confusion, etc.)?
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Please reach out to Alexandra if you have any general questions. She can also assist if you’re unable to reach your student.

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If a Problem Arises

Everything presented in the guidebook is purposefully designed to ensure that you are fully prepared to have a successful mentoring experience. Occasionally, issues do arise. As soon as you realize there may be a problem, please try to address the situation sooner rather than later. The second step after realizing a problem has occurred is to explain the situation to your mentee. If the problem still is not resolved, please contact our team. Staff will provide assistance and feedback to resolve the problem.

Connect with us on Twitter!
Follow us at @CSU_LevinCPNM, and tweet your #MentoringMoments!
Feel free to send picture, testimonials, & feedback to a.higl@csuohio.edu.