



# SCHOLARS MENTORSHIP PROGRAM

## *PROFESSIONAL TRACK - Mentor*

### **Objective of Professional Track**

The primary focus of this track is for mentors to guide their mentees, who are mostly recent graduates or in their final years of university, in securing their first job or internship. Mentors are encouraged to use the provided materials and supplement them with any additional resources they find helpful. By the end of this mentoring program, the goal is for mentees to have secured a job or an internship.

### **Session 1: Initial Assessment and Career Planning**

Welcome to session 1 which will be covered in week 1 & 2. The focus for this session is to establish rapport with your mentee, set clear expectations for the mentorship, and create a detailed career plan together.

#### **Introduction and Overview**

- Get to know each other
- Establish rapport and set expectations for the mentorship.
- Establish mode and means of communication with your mentee
- Discuss meeting schedule - aim for bi-weekly meetings. This program requires that mentors and mentees should meet at least once every 2 weeks. After each meeting, mentor and mentee to fill the provided feedback form.

### **Activity 1: Self-Assessment**

Help mentees assess their interests, strengths, values, and skills.

#### **Tools**

Provide the mentee with tools such as interest inventories, strengths assessments, or a skills matrix. Choose whichever you think will help the mentee assess their strengths, interests, values and skills.

#### **Discussion**

Review and discuss the results of the self-assessment with the mentee. These results will help guide you in mentoring the mentee.

### **Activity 2: Setting SMART career goals**

Assist mentees in setting Specific, Measurable, Achievable, Relevant, and Time-bound career goals



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### Example goals

- **Short-term:** "Apply to 10 relevant job positions in the next month."
- **Long-term:** "Secure an entry-level position in marketing within six months."
- **Discussion:** Guide the mentee in formulating their goals based on the self-assessment results above

### Activity 3: Developing an Action Plan

Create a detailed plan outlining steps, resources, and a timeline to achieve career goals you just developed in Activity 2.

#### Example Action Plan

Step	Description	Timeline	Resources Needed
Research potential employers	Identify companies in the marketing field.	1 week	Internet, industry reports, LinkedIn
Update resume and cover letter	Tailor documents to highlight relevant skills and experience.	2 weeks	Resume templates, career services, mentor
Apply to jobs	Submit applications to targeted companies.	4 weeks	Job boards, company websites
Prepare for interviews	Practice common interview questions and scenarios.	Ongoing	Mock interviews, interview guides

### Discussion

Outline the initial steps of the mentee's action plan with the mentee. You can ask your mentee to finish their action plans before the next meeting.

### Tasks for mentees to complete before next meeting

Depending on the progress made with your mentees during each activity, you can ask them to complete the following tasks before the next meeting. Use this as a guide and feel free to adjust it as needed.

#### 1. Complete self-assessment tools

- Fill out interest inventories, strengths assessments, and skills matrix.



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- Reflect on the results and identify key insights.
- 2. **Draft initial career goals**
  - Based on the self-assessment, draft at least two short-term and two long-term career goals using the SMART criteria.
  - Write down these goals and be prepared to discuss them in the next meeting.
- 3. **Research potential employers**
  - Start researching companies and organizations in the mentee's field of interest.
  - Make a list of at least 5 potential employers and gather information about their job openings, company culture, and values.
- 4. **Resume and cover letter preparation**
  - Begin updating their resume and cover letter. Focus on aligning their experiences and skills with the desired job roles.
  - Bring a draft of the updated resume and cover letter to the next meeting for review.
  - Emphasize that the draft doesn't have to be perfect, as the next meeting will focus on refining these documents.

## **Preparation for Session 2**

### **Focus Area**

#### Job Search Strategies

Prepare to discuss effective resume writing, cover letters, and job applications.

### **Preparation**

- Mentees should bring their updated resume and cover letter drafts for feedback.
- Provide sample resumes and cover letter templates.

### **Feedback Form**

We value your input and encourage you to complete the mentee feedback form after each session to help us improve the program.

For the **first session**, a survey will be sent to your email—please ensure you fill it out.

For **subsequent sessions**, kindly use the feedback form included at the end of each session's