



SCHOLARS MENTORSHIP PROGRAM

PROFESSIONAL TRACK - Mentee

Scholars Mentorship Program - Professional Track

Welcome to the Scholars Mentorship Program - professional track! This program is designed to provide guidance and support to scholars seeking professional development.

The primary goal is to pair student scholars in their final year or recent graduates (you, as the mentee) with experienced graduate scholars who have successfully established their careers. These mentors are either working in the career field you aspire to join or have completed a similar course of study. As a result, they are well-equipped to guide you through the job search process and share insights specific to your chosen field.

This program aims to prepare mentees for their job search journey and empower them to successfully secure jobs, internships, or attachments. By the end of this program, the aim is for mentees to have a clear career plan, updated job application materials, and be actively applying for job opportunities or have successfully secured jobs, internships, or attachments.

Program Structure

This mentorship is divided into 6 sessions spread over 3 months. You'll be expected to meet with your mentor at least every 2 weeks, or as agreed based on your schedules. However, we strongly recommend meeting every 2 weeks to maintain momentum and progress. Mentorship schedule which contains recommended dates for each session will be shared with you.

Session Materials

You'll be provided with guide materials, such as this one, for each session of the mentorship program. These guides are designed to complement the mentorship sessions and provide additional resources for independent preparation before the session. Kindly review the materials, plus any provided by your mentor, before each session to ensure you are well-prepared.



SCHOLARS MENTORSHIP PROGRAM

PROFESSIONAL TRACK - Mentee

Session 1: Initial Assessment and Career Planning

Welcome to Session 1, which will be covered in Week 1 & 2. The focus of this session is to introduce you to the mentorship program, help you evaluate your career interests, and create a structured career plan.

Introduction and Overview

- Get to know your mentor and establish a positive working relationship.
- Clarify expectations for the mentorship program.
- Agree on the preferred method of communication (e.g., email, phone calls, virtual meetings).
- Confirm the meeting schedule - aim for bi-weekly meetings.
- Understand the importance of filling out feedback forms after each session.

Activity 1: Self-Assessment

Objective

Evaluate your **strengths, interests, values, and skills** to gain clarity about your career goals.

Task

1. **Complete the following self-assessment tools to better understand yourself**
 - i. **Interest Inventories** – Identify fields and industries you are passionate about.
 - **Tools**
 - O*NET Interest Profiler – Helps you explore career interests.
 - [16Personalities](#) – Provides personality insights aligned with careers.
 - ii. **Strengths Assessments** – Recognize areas where you excel.
 - **Tools**
 - CliftonStrengths by Gallup – Highlights your core strengths.
 - [High5 Test](#) – Free tool to identify your top strengths.
 - iii. **Skills Matrix** – Assess your current skill set and areas for improvement.
 - **Template**
 - Here is sample Skills Matrix Template – Try making your own following the sample given



SCHOLARS MENTORSHIP PROGRAM

PROFESSIONAL TRACK - Mentee

- Focus on both **technical skills** (e.g., coding, design) and **soft skills** (e.g., communication, teamwork).

Skill	Proficiency Level (1-5)	Experience (Years)	Interest Level (1-5)	Action Plan
Communication	4	3	5	Attend public speaking workshops.
Data Analysis	3	2	4	Take an advanced Excel course online.
Project Management	2	1	5	Earn a PMP certification.
Coding (Python)	3	2	4	Practice coding challenges daily.
Graphic Design	2	1	3	Learn Adobe Illustrator.
Leadership	4	4	5	Mentor a junior colleague.

2. Document your results

- Write a brief summary of your findings from each tool.
- Highlight at least **three key strengths** and **three areas for growth**.

3. Reflect on next steps

- Based on your self-assessment, identify one or two potential career directions or skill areas you want to improve.

Outcome

By the end of this activity, you should have a clearer understanding of:

- Your personal interests and values.
- Your strongest skills and areas for development.
- Career paths that align with your strengths and interests.



SCHOLARS MENTORSHIP PROGRAM

PROFESSIONAL TRACK - Mentee

Reflection

- Analyze the results and identify patterns or key insights.
 - Be prepared to discuss your findings with your mentor during the next session.
-

Activity 2: Setting SMART Career Goals

Objective

Develop Specific, Measurable, Achievable, Relevant, and Time-bound goals to guide your career journey.

Task

Draft initial career goals based on your self-assessment results. Use the following examples as inspiration:

- **Short-term Goal:** Apply to 10 relevant job positions in the next month.
- **Long-term Goal:** Secure an entry-level Software Engineer position within six months.

Reflection

- Write down at least two short-term and two long-term goals.
 - Be ready to share and refine these goals with your mentor.
-

Activity 3: Developing an Action Plan

Objective

Create a step-by-step action plan to achieve your career goals.

What is an Action Plan?

An **action plan** is a detailed strategy that outlines specific steps you need to take to accomplish your goals. It breaks down your broader aspirations into smaller, manageable tasks, helping you track your progress and stay focused.



SCHOLARS MENTORSHIP PROGRAM

PROFESSIONAL TRACK - Mentee

Think of it as a **roadmap** that guides you from where you are now to where you want to be. It ensures that your goals are realistic, time-bound, and aligned with your skills and interests.

Why is an Action Plan Important?

- **Clarity and focus** – Helps you clearly define what needs to be done and eliminates ambiguity.
- **Motivation and accountability** – Keeps you motivated by breaking goals into achievable milestones and holding you accountable for your progress.
- **Time management** – Ensures deadlines are set, so you stay on track.
- **Overcoming barriers** – Identifies challenges in advance and allows you to plan solutions proactively.

Task: Create Your Action Plan

1. **Define your goal**
 - Write down a **specific career goal** you want to achieve (e.g., "Get a Data Analyst job in 6 months").
2. **Break it down into steps**
 - Identify the **key actions** you need to take. For example:
 - Learn Python programming.
 - Build a portfolio with 3 data analysis projects.
 - Apply for internships.
3. **Set timelines**
 - Assign **deadlines** for each step to maintain momentum.
4. **Identify resources and tools**
 - List the tools or resources you need to complete each step, such as online courses, mentorship, or networking platforms.
5. **Track progress**
 - Create a system to **monitor progress** (e.g., checklists, spreadsheets, or project management tools like Trello or Asana).

Example Action Plan

Step	Description	Timeline	Resources Needed
Research potential employers	Identify companies in your field of interest.	1 week	Internet, LinkedIn, industry reports



SCHOLARS MENTORSHIP PROGRAM

PROFESSIONAL TRACK - Mentee

Update resume and cover letter	Tailor documents to highlight relevant skills.	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

Reflection

- Outline the initial steps of your action plan and complete as much as possible before the next meeting.
 - Review your action plans regularly and make adjustments if necessary.
-

Preparation for Session 2

Focus Area: Job Search Strategies

Preparation

- Bring updated drafts of your resume and cover letter.
- Review sample resumes and cover letter templates provided by your mentor or found online.

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 materials/PDF.