

## TiSEM Alumni Relations and Career Services

### Guidelines for Students TiSEM Career Mentor Program

After you received the mentor overview you select (at the most) 3 mentors and indicate your preference to the Career Services Officer. Think broadly. Even a mentor in a seemingly unrelated field can offer valuable advice and guidance in your future decisions.

The Career Services Officer will contact the mentor and if he/she agrees to act as your mentor, you will receive an e-mail that you can contact the mentor. First send an introductory e-mail to your mentor, explain that you got the contact details through TiSEM Career Services and Alumni Relations, and that you are interested in developing a mentor/mentee relationship. Be specific about the information you are seeking (i.e. networking help, developing business skills, advice for your job/ internship search) and then request which way of interacting the mentor prefers. This can be contact via telephone, electronic mail, or face to face.

Before you contact your mentor, take some time to prepare. Consider the following:

TO-DO LIST	STRATEGIES FOR CONVERSATION
<b>Take time getting to know someone.</b>	Learn about a person's background. Where possible, read about him/her in advance. What, if anything, do you have in common? What most piques your interest about this person?
<b>Consider your interest</b>	What do you hope to get out of this conversation?  What do you want to learn?
<b>Determine your goals.</b>	What would success look like for you? Can you articulate your goals and what you need to achieve them?
<b>Share your assumptions, needs, expectations, and limitations candidly.</b>	Ask for feedback Be open to honesty and critique.
<b>Discuss options and opportunities for learning.</b>	Share your progress (past and current). Consider what additional assistance, guidance, or support might be most useful. Be specific.

*Adapted from The Mentor's Guide: Facilitating Effective Learning Relationships (Zachary, 2000)*

The purpose of your relation with the mentor is **not** to get a job or internship. It's to better understand a particular position or industry and make potential connections in that field. Try to keep your contact friendly, brief, and focused on the mentor's job and career field.

### **Follow Up and Say Thank You**

Showing your appreciation is a key component to business etiquette and crucial to developing and maintaining your professional network. After meeting or exchanging e-mails with a mentor, send a quick e-mail thanking your mentor for his/her time. A handwritten card adds another special touch, if you know your mentor's address. Responding in a timely fashion is a must!

Please keep the Career Services Officer posted about your relationship with the mentor, we like to stay informed on how well the program works and if it meets your needs. But also let us know if you run into any issues with your mentor or have questions on how to approach a certain topic.

We hope your relationship with your mentor will prove to be useful and will help you prepare for a smooth transition to the labor market and a successful start of your career!

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