

The First Meeting – Where Do We Begin?

This aspect of the program is initiation of the mentoring “contract.” It is an important time for both the mentor and mentee to get more comfortable with one another and set some ground rules (communication, meeting frequency/times, etc.) To ensure that you both are on the same page, it is recommended that the expectations and goals are discussed as well.

Of course, we understand that an ultimate goal for the mentee is to get a career in their field of study, but it is critical to first reflect on the *tools* needed for the student to *earn* that job.

The Mentor Match program is not a platform to give jobs.

- As a Mentee: Reflect on the appropriate steps recommended by the mentor, an experienced industry professional, to help you grow and strengthen your career and professional development. Please keep in mind, it is completely okay for goals to change over time – flexibility with goals are key and should be tailored to the individual and what is achievable.

- As a Mentor: When you were in your mentee’s position, what messages do you want them to know that you wish you would have known about preparing for a job in the Business industry? Overall, establishing a mutual understanding of these goals and identifying appropriate steps to achieve that goal is highly encouraged during the initial meeting. Utilizing the SMART model could serve as a supplemental tool for identifying goals. The SMART method can help you and facilitators understand what exactly you would like to work on, how, and if you have a deadline that you would like to achieve these goals by.
 - S – Specific
 - M – Measurable
 - A – Attainable
 - R – Relevant
 - T – Timely

❖ *Examples:*

- Before recruiting season:
 - Understand how to tailor resumes and cover letters to specific companies/positions
 - Practice effective interviewing skills (speaking clearly, answering questions using the STAR method, maintaining eye contact, reflecting on relevant experiences, etc.)
 - Effective job strategies and researching positions
 - Tips of how to utilize the Career Development Office
 - How to expand professional network and helpful platforms
- During recruiting season:
 - Submit at least five applications per week to apply for positions in the _____ field
 - Understanding how and when to follow-up with recruiters on application status
 - Determining appropriate business professional attire for interviews
 - Sending thank you emails after interviews
 - Checking in with Career Development Office

Mentee Name: _____

Mentor Name: _____

We understand that meeting with someone for the first time entails coming out of your comfort zone, but we can help! Here are some additional talking points that would be productive for you both to discuss to begin the mentorship.

Who are you? Where are you from? Your connection to Pitt Business? Current jobs? Hobbies/interests?

Why did you join Mentor Match and what do you both hope to achieve through the program?

Past/current campus and community involvement?

Question examples for mentees to ask their mentor(s):

- What sparked your interest in Pitt Business? What did you study?
- What hard/soft skills should I work on to be successful in this field?
- What experiences do you recommend that I pursue to make myself more marketable?
- What traits do employers in your company/field look for in potential candidates?
- If you could go back and do anything differently, with the information that you have now, what would you do?

Question examples for mentors to ask their mentee(s):

- What passions do you have?
- What influenced you to choose your major?
- What professional skills do you possess and consider to be your strengths? Areas that need improvement?
- How do you feel about your academics? Which classes do you enjoy the most/least? Where do you excel/struggle?
- What do you hope to accomplish during your time in Pitt Business? How would you like me to help you?

Identify up to 5 SMART goals that the mentee wants to work on:

- 1.
- 2.
- 3.
- 4.
- 5.

After discussing the mentee's goals, what are some strategies you both came up with that can help achieve this goal?

How often do you plan to communicate with one another? Will meetings take place in-person, electronically, or both?

Takeaways, "homework," notes to reflect on before next meeting?

Additional comments:

The Second Meeting – Building Rapport

Now that you both have established a good start to the mentorship, this is a good time to get familiar with how the meetings could be structured moving forward. There is no required way to structure your meetings – we encourage that it is decided according to what works at the best convenience for you both!

One recommendation is to begin each meeting with a brief recap of what was discussed during the previous discussion. This can look different in many ways:

- Reflections and thoughts of what was discussed
- Any progress updates according to goals discussed/challenges faced
- Any new challenges/important dates arising
- Suggestions for moving forward in the mentorship
- Anything productive you would like to discuss!

Mentee Name: _____

Mentor Name: _____

How did your first meeting go? Perhaps if you are not sure where to begin for the meetings that follow, start with updates since the last time the both of you met. Discussions can be tailored to this and/or just bouncing ideas from the initial meeting.

Reflection from last meeting. Any questions/comments?

Any additional topics to cover since the last time we met?

If so, plan moving forward and any updates related to previous discussion(s):

Please feel free to tailor this meeting, and those moving forward, according to mutually-decided topics. Here are typical topics discussed during Career Advisement per class level that you may choose from:

Freshman Year	Sophomore Year	Junior Year	Senior Year
Choosing a major and researching possible careers	Industry and company research	Industry and company research	Prioritizing top companies/exploring opportunities
How to get involved on campus and community	Getting actively involved in student organizations	Active involvement on campus and community	Active involvement in campus and community and understanding their value
Join a student organization	Holding leadership positions in student organizations	Holding leadership positions in student organizations	Holding leadership positions in student organizations
Effective networking	Effective networking	Effective networking	Effective networking after graduation and joining Mentor Match as an alum
Effective use of Career Development Office	Mock interviews with Career Development Office	Job search strategies with Career Development Office	Discussing job search strategies and status with Career Development Office
Time management skills	Updating Handshake profile	Updating Handshake profile and making profile public for recruiters	Applying for positions through Handshake – Fall is recruiting-heavy!
Advice on business-professional and business-casual attire	Great community service and civic engagement opportunities	International/study abroad opportunities	Tailoring application materials to companies/positions
Preparing for career fairs	Seeking opportunities at career fairs	Seeking opportunities at career fairs	Seeking opportunities at career fairs
Preparing for a job shadow	Job shadow/site visit	Job shadows/site visits	Job shadows/site visits
Creating your LinkedIn profile and network	Updating LinkedIn profile and resume	Effective use of LinkedIn and electronic networking	LinkedIn, electronic networking, and social media use as a professional
Develop your resume	Job search strategies	Attend workshops/info sessions	Interview practice
PT jobs, internships, volunteering opportunities	PT jobs, internships, volunteering opportunities	Leadership/professional development programs	Leadership/professional development programs
Ask about other resources available for freshmen	Compiling lists of target companies/industries	Organizing lists of positions/companies and deadlines to watch	Stay organized with job applications; update Career Development Office with post-grad plans on First Destination survey on Handshake

