



Edwards Career Mentorship Program Handbook

A Practical Guide for Mentor & Mentee

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The Edwards Career Mentorship Program

The Edwards Career Mentorship Program partners business students with local business professionals (many of whom are Edwards Alumni). These relationships enable students and business leaders to exchange knowledge and experience relating to **skill, culture** and **values**. Students also gain valuable individual feedback and may observe companies and their leaders at work. Overall, relationships of **trust, respect** and **appreciation** are built to enhance our shared community.

Our program is committed to promoting professionalism and mutual benefit to both Mentors and Mentees. The Edwards School of Business is proud to welcome you to the program and we wish you an exciting journey!

For Mentors

A mentor is someone who makes a difference in another person's life. The partnership is built upon **trust, respect,** and **professionalism**. As a mentor your role will be one of a **coach, guide, motivator, advisor,** and **role model**.

Although the program provides potential topics and activities (on back page) to help guide your meetings, feel free to freelance as you see fit.

Mentor Rewards

Mentors gain insight while working with Mentees who are entering their field of expertise or interest. They also participate in the personal and professional growth of those participants. They make positive contributions to their Mentee's learning experience when they share their knowledge and experience. Mentors also have an opportunity to learn from their Mentees and to challenge their thinking. Listed below are some of the reward opportunities for mentors:



- Contribute to the **social and professional development** of a Mentee
- **Reflect** on your own career, summarize your journey, and formulate your views on success in business
- Spend time with a Mentee who is passionate about their **career development and eager to learn**
- Gain a **fresh perspective**
- **Influence** the next generation of business leaders

Role of the Mentor:

- Set aside at least one hour per month to meet with your Mentee
- Share your knowledge about specific jobs, career paths, organizational cultures, and industries
- Facilitate the establishment of goals – encouraging the Mentee to determine what those goals should be
- Coach and guide your Mentee toward achieving specific developmental goals
- Share experiences, mistakes, struggles, and successes
- Confirm preferred method(s) of communication and what response time the Mentee can expect when they initiate contact
- Contact the Edwards Career Services office if you are having difficulty with communication or time commitments so that we can assist
- Have some fun!

For Mentees

As a Mentee, be motivated and assume responsibility for your own professional and personal **growth** and **development**. You are also an **ambassador** to the Edwards School of Business (#EdwardsProud). Mentees must have clear goals established and be motivated to learn for the relationship to be successful.

Mentee Benefits

Mentees receive career planning guidance and insight into employment trends in today's workplace. They also discover what skills and technical preparation are required for success in the workplace. Mentees will find a wealth of information that will help them become better employees and leaders in their profession.

- **Learn** from someone with a similar background and who has similar interests
- **Explore** potential career paths, career goals, and advancement strategies
- Obtain a **realistic understanding** of what their chosen career path entails
- Prepare for **career growth** and **career transition**
- Gain insight into **meeting** difficult challenges
- Meet **professional role models** through mentorship events
- Begin **personal development** in the areas of social, personal, and professional skills



Role of the Mentee:

- Initiate first contact with your mentor (critical to follow through with this)
- Set aside one-two hours per month to meet with the Mentor and maintain regular contact
- Set topics for your meetings (see monthly themes on back page as a guideline)
- Communicate your interests/needs/problems clearly
- Accept mentor advice and feedback openly
- Approach discussions with an open mind and curiosity
- Appreciate the mutual respect, trust, and openness between Mentee and Mentor (including confidentiality)
- Contact the Edwards Career Services office if you are having trouble connecting with your Mentor
- Have some fun!

Role of Edwards Career Services

- Edwards Career Services is responsible for the matching of Mentors and Mentees, based on information provided in participant applications
- Edwards Career Services will ensure a Virtual Program Launch event is held at the beginning of the program
- Edwards Career Services will facilitate a feedback survey (at the end-point) to determine the success of the program
- Edwards Career Services will evaluate the feedback and make the necessary changes to the program
- Edwards Career Services will address any issues brought to their attention in a timely manner
- Edwards Career Services Committee will not re-assign mentorship partners. Coaching and guidance will be provided in these rare situations.

Mentee Checklist

Complete your **Mentee Self-Assessment Worksheet** prior to meeting your Mentor. You will want to discuss it during your meetings.

Obtain mentor information, including:

- Name
- Business
- Email address
- LinkedIn URL
- Phone number



Try and arrange the first meeting so it occurs *before* the Virtual Program Launch.

Send your resume to the Mentor to provide them with an overview of your background and qualifications.

Tip: If you feel uncertain about the quality of your resume, consider scheduling a resume appointment with an Edwards Career Advisor [here](#) for assistance in refining it!

Set clear expectations of methods of communication/response time.

Discuss both of your **expectations and goals**.

Schedule regular meetings in advance.

Meet once a month. Use e-mail, text, events to supplement your development beyond the monthly meeting.

Following each meeting, consider noting **your reflections** about your mentor's personality, goals, questions, and concerns. How did the conversation go? Who did most of the talking? What are some icebreakers that worked well? What were the barriers? Are there any questions that you want to ask in your next meeting? Is any follow-up necessary? Is there anything you would have done differently?

Complete the [Mentee Self-Assessment Worksheet](#) prior to meeting with your mentor.



For Both Mentor and Mentee – Potential Topics & Activities at Meetings

- Share thoughts/experiences about importance of culture in the workplace (current and/or past workplace etc.)
- Use of AI/ChatGPT in your workplace, and parameters for using it.
- Discuss time and stress scenarios; share failure and success stories.
- How to manage work-life balance.
- Importance of well-being.
- Discuss challenges in the workplace and develop solutions together.
- Assess trust/comfort levels in the Mentor-Mentee relationship.
- Have a progress review of goals and objectives.
- Encourage the Mentee to attend a business event alone with follow-up feedback.
- Review career plans, selection of classes and electives.
- Review resume/cover letter; discuss strengths/weaknesses; how to address the job search, etc.
- Talk about generic resumes/cover letters and why it is so important to tailor an application.
- Role play both informational and interview type scenarios.
- Discuss growth and development opportunities.
- Take your favorite personality or behavioral assessment with your Mentor/Mentee to learn how best to work and communicate with each other.
- Provide your Mentor/Mentee with a one-on-one training session of a presentation that you have recently given/put together and provide feedback.
- Introduce mentees to contacts within your network or industry to expand their professional connections.
- Attend a training program, conference or lecture series together.
- If you've attended a PD course/conference, share your learnings with your Mentee/Mentor.
- Read a book (or specific chapters) and talk about it together.
- Sign up to complete a volunteer activity together.
- Create a vision statement with your Mentee/Mentor that captures where they want to be in five years and what they want to be known for; review and discuss together.
- Share career stories – where did your career start, what changes were made along the way, what were some of the high points and low points, what experiences were helpful?
- Discuss the Mentee's personal vision – what would the Mentee like to be remembered for over the next few years?
- Talk about topics not pertaining to work: news and events, family history, hobbies, movies, etc.
- Discuss the Mentee's strengths and how to enhance their growth – the Mentee should find information from their own observations, comments in performance reviews, etc. What do people say you do best? The mentor can add their own observations.
- Discuss the Mentee's growth areas and tentative plans for working on them.
- What does a perfect work week look like? What are you doing? Where are you? Discuss these discoveries with your mentorship partner.
- Conduct informal networking by introducing the Mentee to at least two people who could prove helpful to their careers. Before, provide tips on issues to address or avoid, and review afterwards.
- Discuss a quote that is meaningful to you and why.
- Discuss favourite books (work-related or personal).