

MACAULAY HONORS COLLEGE
CAREER DEVELOPMENT OFFICE

MACAULAY.CUNY.EDU

MACAULAY
CAREER
CONNECT
MENTEE GUIDEBOOK

CAREER
DEVELOPMENT | **M**



CONTENTS

- 02 WHY MACAULAY MENTORS?
- 04 COMMIT TO YOUR MENTORSHIP
- 05 HOW TO CHOOSE A MENTOR
- 08 TIPS AND UNDERSTANDING EXPECTATIONS
- 11 WORKSHEET: PLANNING YOUR FIRST MEETING CHECKLIST
- 12 TIPS FOR A SUCCESSFUL FIRST MEETING
- 14 WORKSHEET: MENTOR/MENTEE ACTIVITIES TO CONSIDER
- 16 FAQ FOR OUTSIDE MENTORS
- 18 FINAL MENTEE TIPS
- 19 MENTEE QUESTIONNAIRE
- 20 MENTORSHIP PROGRAM EVALUATION FORM



WHY MACAULAY MENTORS?

As a Macaulay student, you may have been introduced to the idea of a “mentorship.” It may have been brought up in conversation by your peers, professors, family members, or among other people within your network. Perhaps, you have been involved in a prior mentorship and would very much like to continue the opportunity once more. Perhaps, you have not experienced a mentorship and you would like to acquire one. Before we discuss what the experience of mentorship will look like, we would like to provide some rewarding benefits and valuable takeaways that a mentee can acquire from developing and nurturing a short-term mentorship or a long-term mentorship.

JOB, INTERNSHIP, FELLOWSHIP, OR OPPORTUNITY SEARCH

It is a tremendously exciting time for college students when they begin the pursuit of an internship, a part-time position, or a fellowship during their undergraduate studies. Finding an opportunity that fits your interests, passions, or curiosities can certainly be a learning process. What better way to successfully acquire a job, internship, or fellowship than by having a reliable, experienced professional by your side — someone whom you can turn to for guidance, support, and insights during the search process. Mentors have usually been in the exact same position as you and they are likely to have phenomenal insights to support you in your current pursuit.

OUTSIDE PERSPECTIVE

As students and individuals, we carry an array of knowledge about ourselves; however, it is important to recognize that we may not be able to identify an opportunity of growth for ourselves. This is where a mentor comes in. As you and your mentor get to know each other and engage in discussion/activities, your mentor will be able to identify areas of improvement that you may not realize on your own. Upon identifying areas of growth, your mentor can provide you with constructive feedback and valuable takeaways. Withal, mentorship is beneficial because it establishes an avenue to receive an outside perspective from an experienced professional.



A PERSON TO TURN TO

It is not uncommon for students to feel that they do not have an immediate person to turn to for professional or personal guidance. If you are unable to gather advice at home or within your immediate network, then a mentorship program is a fantastic opportunity to seize. Many students share that a mentorship helps them find someone to turn to. Through mentorship, a student will have an accessible professional at their fingertips. During this time, a mentor might help you with goal setting, career roadmaps, resume reviews, interview preparation, networking events, connections to opportunities, and much more.

EXPAND YOUR PROFESSIONAL NETWORK

Mentors often develop an extensive, comprehensive list of contacts over the course of their professional journey. Within their network, they likely have cultivated professional relationships from a previous job, a professional conference, or by attending graduate or professional school. Thus, they will be able to connect you with professionals accordingly. Maybe you would like to gain exposure in a new field or maybe you would like to receive graduate school advice. A mentor will be a unique advantage because they can help initiate networking opportunities for you.

ENCOURAGEMENT, CONFIDENCE, AND AFFIRMATIONS

Ultimately, a mentor decides to become a mentor because they highly value the opportunity to encourage a mentee's success. Not only will a mentor ensure to spark professional development for you, but they will also be incredibly thrilled to do it. In a professional development journey, students and professionals may sometimes feel low levels of confidence or feel discouraged due to new challenges that may arise. During these adversities, a mentor will offer uplifting words of encouragement, in order to instill confidence and high morale within their mentee.



COMMIT TO YOUR MENTORSHIP

A mentorship can be a very flexible experience. The opportunity allows both the mentee and the mentor to choose an experience based on how much they would like to participate. When a student participates in a mentorship, they can be involved in a short-term mentorship or in a long-term internship. The type of mentorship should be decided as soon as possible, so both the mentor and the mentee know what to expect out of the professional relationship.

A YEAR-LONG MENTORSHIP

A long term mentorship will last two semesters, for the duration of an entire academic year. Mentees and mentors will cultivate a strong professional relationship together over the course of this period of time. The amount of meetings per semester is decided upon between both the mentor and the mentee. This will allow the mentee to receive more in-depth guidance during their professional journey.



HOW TO CHOOSE A MENTOR

VETTING MENTORS

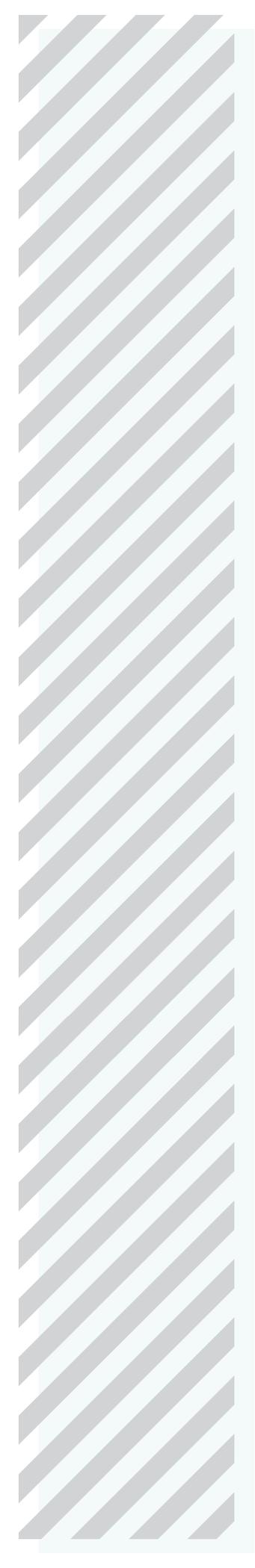
Before you begin to search for a mentor, it is important to first reflect and determine the traits and characteristics you would like to see within your mentor. Here are some questions to consider before you select a mentor:

Will this person...

- Address my specific area of academic or professional interest?
- Guide me in both short-term and long-term goals?
- Help me understand professional and institutional cultures and policies in relevant professional settings?
- Foster my professional identity development?
- Be available, punctual, and honor commitments?
- Connect me to professionals and contacts within my interested field?
- Provide ways to problem solve and address challenges that impact my ability to achieve goals?

Source: American Psychological Association (n.d.). *Important questions to consider before selecting a mentor or becoming one.*

Retrieved from <https://www.apa.org/education/grad/mentor-mentee.pdf>



CAREERPATH

- On the homepage of CareerPath, click the 'mentors' tab, which can be found on the left side of the page.
- This will take you to a page titled "Macaulay Professional Network - Mentoring Programs," where you can view and access our list of available mentors
- **Mentoring Program Tab:** Provides a list of available Macaulay Mentors. If you already have an individual in mind, then the keyword search will allow you to type their name, email address, phone number, or any other information you hold. This search bar allows mentees to locate a particular individual quicker.
- **Favorites Tab:** Allows students to place mentors that stand out to them in one location. To do this, students only need to click the favorite tab on any mentor. Then, they can narrow down their list of potential mentors.
- **Detailed Search Tab:** Mentees can locate mentors based on the characteristics and traits they would like to see within a mentor. On this tab, select your specific areas of interest, which include the following categories: location of the mentor's work experience (e.g. specific country, specific state, and specific city), the mentor's career field, the mentor's undergraduate major, the mentor's degree level, the mentor's undergraduate date, the mentor's employment status, the mentor's campus, the mentor's contact program, among many others.

TIPS TO START THE CONVERSATION

Now that you have chosen a professional, it is time to message the potential mentor and find out if they are available and interested. Below, please find a sample email draft to assist with outreach. The email draft below is geared towards students looking for a short-term or long-term mentorship within the Macaulay Mentors Program. Note: If you are looking for a mentor outside of the Macaulay Mentors Program, please find additional resources under the “FAQ For Outside Mentors” section in this guidebook, along with an additional sample email draft.

SAMPLE EMAIL

Email Subject Line: MHC Career Mentor Request

Dear (Mentor First and Last Name):

My name is (First Name, Last Name) and I'm a (Year in School) student at (name of college) majoring in (major). I found your information from the Macaulay Career Center's Mentor Database. I see that you are an (Mentor's Job Title) for (Organization Name) and I am very interested to learn more about a career in (field).

I would like to inquire if you are available and interested in providing me with guidance on (why would you like a mentor?). In this mentoring relationship, I am proposing to meet with you for about (__ minutes) per (__per month) and (on the phone, in person, or other communication mode) to receive assistance with my professional journey, as well as learn more about your professional journey. I would put together a meeting agenda for each get-together, make a list of any action items during our discussion, and keep you updated on my progress.

I welcome any outreach from you by phone, email, or in-person, whichever is more convenient for you. My email is (Email) and my phone number is (Phone Number). I appreciate you considering my request and I look forward to hearing from you soon.

Thank you very much for your time!

Sincerely,

(First Name Last Name)

TIPS AND UNDERSTANDING EXPECTATIONS

1) Initiate. In order to sustain the mentoring relationship, take the initiative to ask your mentor a question, to let him or her know your educational and professional interests and objectives, and to ask about his/her own experiences.

2) Honor your commitment. Your mentor probably has a very demanding job. He or she has volunteered to take on the added responsibility of mentoring. Please be appreciative of your mentor's time and investment; respond in a timely manner to your mentor's questions and comments. If you don't have the time to respond at length, send a short message letting this person know you will be in contact when you have the opportunity.

3) Help Your Mentor Help You. Tell your mentor how she/he can be most helpful to you.

4) Expect Support, Not Miracles. You can expect a certain level of support and advice from a mentor, but he or she can't solve your problems for you. Perhaps the most valuable quality a mentor can offer is an alternative point of view.

5) Communicate clearly. Initiate contact with your mentor if you have questions or would like to discuss something. Identify your needs and communicate them as clearly as possible to your mentor. It may be helpful to put some focused energy into organizing your thoughts and concerns before talking to your mentor, so that the time is spent wisely.

6) Be Teachable. Be willing to learn new things, obtain another perspective, and be responsive to suggestions and constructive criticism.

7) Keep Up Your End. Work hard at being a good mentee.

8) Follow Through. When you decide to act on your mentor's suggestions, act in a timely manner and then report back to him/her.

9) Look ahead at your calendar. Are there any days you know that you'll be offline or ultra-busy? If so...let the other person know, so that if s/he doesn't hear from you, she knows it's because you're away or you're swamped.

10) Correct Misunderstanding When They Happen. Get in touch with your mentor before a concern becomes a problem.

REASONABLE EXPECTATIONS FOR MENTORS AND MENTEES

Mentors and mentees typically enter their relationships with assumed expectations of each other. At times, some can experience disappointment because expectations weren't met or even discussed. To prevent this and help you with your planning, the table below lists some common, reasonable expectations. In many cases, the expectations are similar or the same. A mentoring relationship is a partnership, with both people showing respect and support for each other.

Discuss these expectations early in your mentoring partnership. You may want to add other expectations the two of you identify.

MENTOR	MENTEES
Meet as often as your schedules permit.	Meet as often as your schedules permit.
Provide help by answering questions. Serve as a learning broker, and be a sounding board for issues relating to the mentee's career goals and development. Talk about skills mentee could acquire to add value.	Take initiative to drive the relationship and be responsible for your own career development and planning. Ask questions.
Discuss eliciting/getting feedback and help mentee look for information on impact he/she is having.	Focus and be interested in getting feedback and measuring how you are perceived.
Provide suggestions and advice on goals and activities that lead to effective and rewarding work. Tell stories about how others made their way that might be relevant to the mentee.	Ask for suggestions and advice early in the relationship. When advice is given, listen to the mentor, apply at least some of their ideas, and let him or her know the results.
Be a catalyst for mentee developing his/her own network. Point to others he/she might reach out to and engage.	Elicit Mentor's advice on developing other informal mentoring relationships
Keep any commitments made.	Keep any commitments made.
Keep confidences with mentee.	Keep confidences with mentor.
Work out any minor concerns about the relationship.	Work out any minor concerns about the relationship.
Evaluate the relationship at various points.	Evaluate the relationship at various points.



UNREASONABLE EXPECTATIONS REGARDING MENTORS

There are some common unrealistic expectations of mentors that can cause irritation and disappointment on both sides. As a general guideline, the mentor should not be expected to:

- Provide the mentee with personal introductions to other people unless they're comfortable doing so.
- Spend more time on the relationship than he or she is able to give.
- Take the lead in the relationship, setting up all meetings and driving the mentee's career development.
- Continue the relationship beyond the agreed-upon time period.

SPECIFIC TIPS FOR MENTEES

These practical strategies can help mentees build a relationship with their mentors:

- Remember that you own your development, your mentor doesn't. It's up to you to identify objectives as well as keep the relationship focused and moving forward.
- Use active listening skills in discussions with your mentor.
- Be prepared to ask for specific advice on your skill set, ideas, plans, and goals. The more specific you are, the easier it will be for your mentor to respond.
- Be complete yet succinct in your comments and explanations.
- Make it easy for your mentor to give you honest, specific feedback. Ask for it early in your relationship.

WORKSHEET: PLANNING YOUR FIRST MEETING CHECKLIST

Use this worksheet to plan for initial meetings with your mentor within the Macaulay Mentors Program or outside of the program. This can be used in light of your short-term goals or long-term goals. Please note: Depending on the conversation flow, both the mentor and mentee are encouraged to be flexible with the questions they cover in their first meeting.

BEFORE THE FIRST MEETING:

___ Introduce yourself to your mentor, communicate your interest towards a mentoring relationship, and arrange for a first meeting (sample email above)

___ Respond in a timely manner to your mentor's invitation to a first meeting

DURING THE FIRST MEETING:

INTRODUCTIONS

- Where did you grow up and where do you currently live?
- What has your professional journey looked like?
- What are your interests and hobbies?

ESTABLISH GOALS

- What do I hope to learn and gain from the mentorship?
- What personal and professional development areas are an opportunity for growth for me?

SHARE EXPECTATIONS

- When, where, how long, and how often will we communicate?
- What mode of communication will we use to communicate? Text, call, email?
- How will we schedule meetings?
- What happens if one of us needs to postpone or cancel a meeting?

ACTION PLAN

Determine a task or a project that I can work on as the mentee.

Is there guidance or direction that the mentor can provide for the mentee to be successful in that task or project?

AFTER THE FIRST MEETING:

___ Schedule the date, time, and place of future meetings (if applicable)

___ Be sure to follow up on any action plans established by both the mentee and the mentor



TIPS FOR A SUCCESSFUL FIRST MEETING

Building a solid foundation for your mentorship means establishing trust and communicating openly about your goals, accomplishments and objectives for the future. Use these prompts to start the conversation with your Mentor or Mentee.

TALK ABOUT MENTORING

Discuss what it means to be in a mentorship

- Why did you become involved with the Macaulay Honors College Student-Alumni Mentoring Program?
- What does mentoring mean to you?
- Have you ever been in a mentorship before?

TALK ABOUT YOUR CAREERS

Discuss your career progression

- What professional experience do you have?
- What was the career path you took that led to your current role?
- How do you handle professional obstacles or roadblocks?
- What is the best way to obtain and respond to feedback at work?
- What part of your job do you find most challenging?
- What part of your job do you enjoy the most?
- What areas would you like to develop skills in or learn more about?
- What would you say are your best professional skills?
- What skills or competencies do you find that new professionals often lack?
- What are your short-term and long-term goals?



TALK ABOUT YOUR PERSONAL LIVES & INTERESTS

Take the time to get to know one another

- Who do you talk to when you need advice?
- How do you deal with criticism?
- How do you stay motivated?
- What books or authors have been influential to you?
- What newspapers and magazines do you read most often?
- What are your greatest strengths and weaknesses?
- What are your favorite weekend activities?

TALK ABOUT THE STRUCTURE OF YOUR MENTORSHIP

Discuss the logistics that will help support your mentorship

- How often do you expect to meet, talk or videoconference?
- Who should take responsibility for initiating meetings?
- What is the best way to get in touch?
- Consider establishing a monthly communication schedule.
- What should the focus of your second meeting be?
- Discuss tangible goals for your conversations.
- What do you hope to gain from your mentorship?

WORKSHEET: MENTOR/MENTEE ACTIVITIES TO CONSIDER

Mentees and mentors can choose to come together for engagement in discussions, activities, events, and more. Below is a non-exhaustive list of activities to consider. Please feel free to add any activity not listed that you both decide would be beneficial. Some of these events can be done virtually, but it's good to keep a list of ideas.

NAME OF ACTIVITY	APPROX. LENGTH AND LOCATION	DESCRIPTION	EXAMPLES (IF APPLICABLE)
Event	Up to 1 hour to 1 day <i>@ in-person</i>	Attend a professional event or a networking event together	Shadow mentor's workplace Networking Happy Hour Professional or Educational Conference
Informal Chat	30 minutes to 1 hour <i>@ in-person, phone, or virtual</i>	Informal discussion or chat can be over coffee/tea, food etc. Mentor will facilitate discussion and mentees are encouraged to write notes or to record reflections	10 Sample Topics: <ul style="list-style-type: none"> • Strengths and Weaknesses • Defining Exemplary Leadership • Goals and Goal Setting • Building Rapport • The Value of Interpersonal Skills • Conflict Exploration • The Power of Attitude • Dealing with Challenges • Ethical Dilemmas • Taking Initiative
Resume Review	1 hour <i>@ in-person, phone, or virtual</i>	Share your resume with your mentor who will provide suggestions or improvements	

NAME OF ACTIVITY	APPROX. LENGTH AND LOCATION	DESCRIPTION	EXAMPLES (IF APPLICABLE)
Mock Interview	1 hour <i>@ in-person, phone, or virtual</i>	Complete a mock job interview together. Remember to reflect and consider constructive feedback upon completion of mock interview.	Ideally, bring a job description that interests you so the questions can be geared towards that company.
Graduate or Professional School Advice	1 hour <i>@ in-person, phone, or virtual</i>	Hear out your mentor's advice and tips for applying to graduate school or professional school.	
Book Club	1 hour to 3 hours <i>@ in-person, phone, or virtual</i>	Complete reading materials separately. Then, come together to share discussion and reflection.	<ul style="list-style-type: none"> • Books • Articles • Magazines • Brochures • Manuals
Volunteer/Serve in the Community	1 hour to 1 day <i>@in-person</i>	Volunteer with an organization or at an event, which is of interest to both the mentee and mentor.	
Hobby/Leisure	1 hour to 1 day <i>@in-person</i>	Consider a casual get-together that both the mentor and mentee will enjoy for leisure. This is an opportunity to further get to know one another and build rapport.	<ul style="list-style-type: none"> • Play a Sport • Poetry Slam Event • Movies • Park Visits

FAQ FOR OUTSIDE MENTORS

In the case that you have not matched with someone through Macaulay CareerPath, we invite and encourage you to reach out to a professional outside of the Macaulay program. Below, please find a list of questions and answers to help guide your search for an outside mentor.

WHERE DO I BEGIN? WHOM DO I REACH OUT TO?

Think about individuals within your immediate network and individuals within your distant network. Your network might include the following:

- Career development office at your home campus
- A previous or current professor
- A previous or current coworker
- A friend's professional connection
- A supervisor and/or a supervisor's connection
- A professional from a family member's company
- A professional from a networking event

WHAT DOES EMAIL OUTREACH LOOK LIKE WITH A POTENTIAL MENTOR?

Please feel free to utilize a sample email below and feel free to adjust accordingly, depending on how well you know the individual.

Email Subject Line: Career Mentor Request

Dear (Mentor First and Last Name):

I have very much enjoyed and learned from the conversations we have had from (include how you know the mentor), and I would like to ask a favor of you based on your professional accomplishments and our conversations. I would like some guidance into... (why would you like a mentor?).

If you're amenable, I'd like this to become a mentoring relationship. If your availability permits, I am proposing we could meet for about



(__ minutes or hours) per (__per month) and (on the phone, in person, other communication mode) to receive assistance with my professional journey, as well as learn more about your professional journey. I would put together a meeting agenda for each get-together, make a list of any action items during our discussion, and keep you updated on my progress. I'd welcome any contributions or ideas!

If you're interested and available, I'm reachable by phone, email, or in-person, whichever is more convenient for you. My email is (Email) and my phone number is (Phone Number). I appreciate you considering my request and I look forward to hearing from you soon.

Thank you very much for your time!

Sincerely,

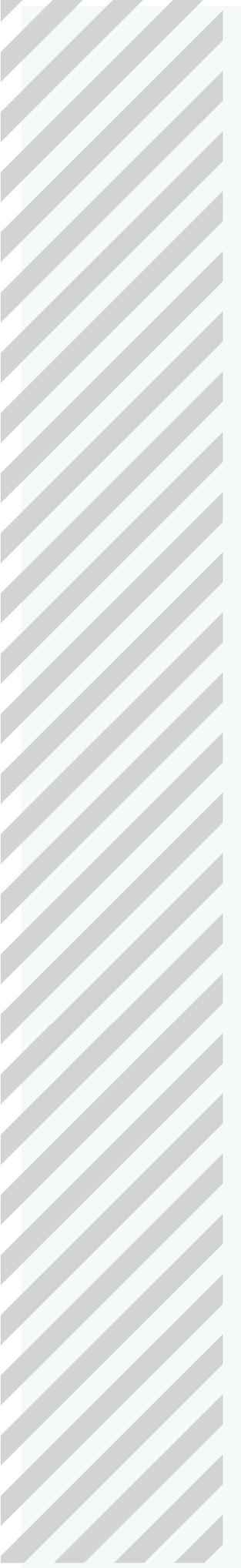
First Name Last Name

WHAT DOES OUTREACH BY PHONE OR IN-PERSON LOOK LIKE?

If you have a potential mentor's phone number or you know them personally, please feel free to reach out to them and share a little bit about yourself and the reason behind your passion and interest to connect with them for a mentoring relationship.

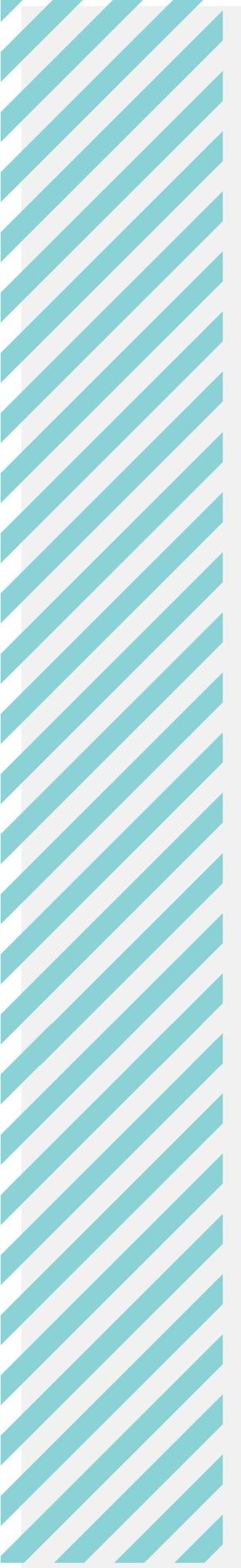
HOW SHOULD I PROCEED ONCE A MENTOR AGREES TO A MENTORING RELATIONSHIP?

Once you have connected with a mentor, it is time to take initiative and drive the relationship with your mentor. A good start might be to research your mentor's company, bio, outside interests, LinkedIn, etc. Please feel free to utilize the First Meeting Worksheet and the Mentor/Mentee Activities worksheet to assist as you develop and actualize an outside mentorship.



FINAL MENTEE TIPS

- **Commitment:** Be respectful of mentor's time and arrive early.
- **Appreciation:** Show and communicate appreciation to your mentor for taking time to meet with you and for providing guidance.
- **Acceptance:** Be open minded and kindly accept constructive feedback as an opportunity for growth.
- **Beneficial:** Be sure that the relationship is beneficial for both parties.
- **Preparedness:** Have questions and materials ready for your mentor well in advance of the meeting.
- **Make the Most of the Experience:** Pay attention to your mentor and be sure not to text during your get togethers. Mentorships are wonderful, unique opportunities. We encourage you to have fun while your learning!



MENTEE QUESTIONNAIRE

Upon completion of a short-term or long-term mentorship experience, we invite mentees and mentors to take a moment to reflect. This is a special opportunity to think about the progress you have made and to highlight items for follow-up.

"Every part of the journey is of importance to the whole." - Teresa Avila

1. What was the most memorable part of the mentorship experience?

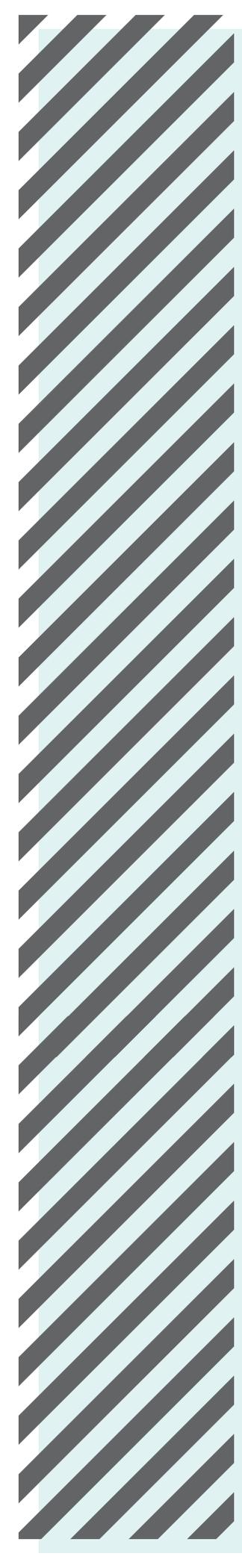
Describe it.

2. What were the three biggest lessons you've learned from the mentorship experience?

3. Review your professional/personal goals and review your mentorship experience. What steps can you take to actualize your goals?

4. What efforts are you most proud of?

5. Name three things you can improve on within your professional journey. What concrete actions can you take towards these improvements?



MACAULAY HONORS COLLEGE | MENTORSHIP PROGRAM EVALUATION FORM

In the college's efforts to continue evaluation and make improvements to the program, your completion of our form greatly helps the overall Macaulay Mentors program experience. Many thanks and appreciation for your collaboration.

Note: This questionnaire is anonymous and confidential. Responses will not be shared with anyone other than within Macaulay Honors College staff.

Mentorship Type: _____ (short-term or long-term?)

In the below questions, please place a check mark in the according box (check all that apply) :

How did you hear about the program?

- College Website
- A Macaulay student, staff, faculty
- CareerPath (Simplicity Portal)
- Other, please specify: _____

2. What types of activities did you do with your mentor?

- Events
- Informal Chats
- Resume Reviews
- Mock Interviews
- Graduate/Professional School Advice
- Book Club
- Volunteer/Serve Community
- Hobby/Leisure
- Other, please specify: _____

3. How did you participate in the Macaulay Mentors program?

- In-Person
- Phone
- Virtual
- Other

PLEASE RATE THE FOLLOWING

QUESTIONS	1	2	3	4	5
The Macaulay Mentors program lived up to my expectations.					
The Macaulay Mentors program was well organized.					
I enjoyed the program and found it helpful.					
I gained valuable knowledge that I will be able to apply to professional life.					
Please rate the quality of the match between you and your mentor.					
Do you think the mentor was effective in educating and sharing pertinent information?					
Please rate the quality of the program overall.					

Would you recommend Macaulay Mentors program to a friend or peer?

(Circle One): Yes or No

Why or Why not?

Additional Comments/Suggestions?
