

PROFESSIONAL-TO-STUDENT MENTORING PROGRAM MENTEE GUIDE

CLEMSON BUSINESS MENTORING VIA LINKEDIN & PROFESSIONAL-TO-STUDENT MENTORING

Clemson Business Mentoring via LinkedIn is a platform where alumni, faculty, staff, and students connect for success in business. Within The LinkedIn platform, There are two mentoring programs which are Professional-to-Student and Peer-to-Peer.

Professional-to-Student gives students the opportunity to connect with professionals in a field that interests them. In turn, the mentor is able to pass knowledge, advice, and suggestions to the student.

Within this guide you will see information about:

- Expectations for Tiger Ties 1:1 Mentorship
- Clemson Business Mentoring via LinkedIn
- Get Started
 - Planning for First and Second Meeting
- Ideas for Engagement
- How Do I Get to Resources?
- Tips for Being a Good Mentor
- How Can a Mentor Help?

Best of Luck,

The Office of Career and Global Engagement

Business Mentoring



Office of Career and
Global Engagment

Expectations

- Have mutual respect for confidentiality, ideas, views, time, and feelings; agree to our Tiger Ties Program Agreement located on the LinkedIn main page.
- Communicate on a regular basis, including meeting no less than once per month, face-to-face or virtually.
- Develop a personalized communication plan during your first meeting.
- Review resources shared by the Business Mentoring team in Clemson Business Mentoring via LinkedIn.
- Set goals at the beginning of each semester after reviewing Clemson's 9 Core Competencies and the Competency Goal Setting Guide that is located on the next page. Plan to set goals addressing at least 2 of the competencies each year.
- Attend semester receptions and events as feasible.
- Complete program evaluations as requested by the Business Mentoring team.
- Participate in the mentorship relationship for at least 1 academic year.

Clemson Business Mentoring via LinkedIn

- This is the URL that will take you to the main page: www.linkedin.com/in/cubusinessmentoring
- LinkedIn is the main platform that will be used for the mentoring programs.
 - On the main page, you will find general resources that can be utilized by both mentoring programs.
- There are two groups that are located within the Clemson Business Mentoring Program: Professional-to-Student and Peer-to- Peer. Please request admission to the Professional-to-Student Group if you are not already invited to the group.
 - Within this group, you will find resources specific to Professional-to-Student Mentoring.
 - This is also a space where Mentors/ Mentees can connect and reach out to one another along with others in the program.

Initial Communication After Match Day

- Mentors are responsible for reaching out to their mentor within a week by email.
 - Email will be shared by the Business Mentoring Team when matches have been made.
- Mentors: During the initial reach out message, be sure to provide some times you are available in the next week to meet either in person or virtually for the first time
- Mentees: If your mentor does not reach out within one week of Match Day, you can reach out to them by email.
 - Email will be shared by the Business Mentoring Team when matches have been made.
- Please give grace in the initial communication process!

Getting Started

Planning the First Meeting

The first meeting can be in-person or virtual

- The first meeting is introductory. Plan to get to know one another by introducing yourselves and sharing a little bit about you and your background.
- Plan to ask lots of questions about one another!

Sample Questions

- Where are you from? What is your favorite part about it?
- What made you choose Clemson? What other schools did you consider?
- How are you involved on campus?
- What are you looking to get out of this mentorship relationship? Why did you decide you wanted to do Tiger Ties?
- Have you had any work or internship experiences?
- What do you consider to be your strengths?
- In what areas would you like to improve?
- What inspires you?
- Do you have any role models you look up to or people you admire?

Scheduling and Planning Your Second Meeting

- Before your first meeting ends, develop a communication plan together.
 - What is the best communication method? Text, Email, or through the app?
 - How often are your in-person or virtual meetings?
- It is good practice to set up your next meeting during this time together.
- Prior to your second meeting, be sure that you both have reviewed Clemson's Core Competencies and the Competency Goal Setting Guide. This can be found on the next page
 - Mentee: Begin thinking about what goals you would like to set related to the Core Competencies. Goals will be set during your second meeting.

COMPETENCY GOAL SETTING GUIDE

During Your Second Meeting

- Talk through each competency and choose 2 competencies the mentee would like to work on this semester through the Competency Development Projects
- Choosing 2 competencies will help to clearly define goals for the mentorship relationship
- Plan to frequently review the goals you set
- Note that you are not expected to complete the entire roadmap in one semester!

COMPETENCY DEVELOPMENT PROJECTS

Competency	Phase 1	Phase 2	Phase 3
Communication	Create and review LinkedIn profile with mentee.	Review the <u>Career Resources</u> and resume resources with mentee. Review the mentee's resume and have a discussion.	Discuss how the mentee can communicate their success in an interview. Conduct a mock interview with the mentee.
Collaboration	Brainstorm collaboration strategies. Discuss how you can engage all individuals on a team.	Debrief a team project the mentor has worked on. How did differing mindsets work together to achieve a goal?	Have the mentee debrief a group class project they have worked on. What conflicts arose, and how did they overcome them?
Leadership	Set up a peer-to-peer introduction with another mentor and mentee pair.	Encourage the mentee to seek out leadership roles in their club/organization or volunteer on campus or in the community.	Discuss diversity at the mentor's company and the importance of inclusion in the workplace.
Adaptability	Discuss how there will be 'ups and downs' with classwork, group projects, etc. Ask the mentee to provide an example of when they were adaptable.	Discuss resilience with the mentee. Cite examples of difficulties at the mentor's organization and how they were overcome.	Reflect on and discuss the challenges that occurred during the mentee's college experience and what they learned from it.

COMPETENCY DEVELOPMENT PROJECTS CONTINUED

Competency	Phase 1	Phase 2	Phase 3
Analytical Skills	Mentor shares an experience that involved critical thinking. Ask the mentee to provide an example of when they used critical thinking.	Mentor shares how data is used to solve problems at their organization. Have a discussion about positives and negatives.	Discuss how data is used at the mentor's company. Review common software used to analyze data.
Technology	Review social media platforms. Discuss digital footprint in the professional world.	Share software that the mentor uses at work. Discuss industry software and assets/problems.	Encourage the mentee to set a LinkedIn connection goal and review Business JobLink , the job posting platform designed for Clemson business students.
Self Awareness	Discuss the concept of bias and how it exists in organizations.	Discuss positions and salaries. Create a personal budget with the mentee using a mock salary, taxes, etc.	Encourage the mentee to participate in a reflection of their top 3 skills. Engage in a discussion on what skills the mentee wants to work more on.
Integrity and Ethics	Define integrity and ethics at the mentor's workplace. Share ethics documents with the mentee.	Develop role play scenarios related to integrity and ethics in the workplace and discuss with mentee.	Discuss how to ethically navigate job offers.
Brand	Discuss how the mentee has begun to develop their brand. What can they do to enhance it?	Discuss the brand of the mentor's organization. Have the mentee discuss the brand of a company they are interested in.	Have the mentee draft a personal mission statement to share and discuss.



Supporting the Mentorship Relationship

- Review all links provided in Clemson Business Mentoring via LinkedIn.
- Be consistent with communication with your mentee. Hold some time on your calendar to communicate with them!
- Try not to cancel meetings. While we know that life happens, try your best to be consistent with your meetings and avoid last minute cancellations.
- Be aware that you serve as a role model to the student. Model professionalism, clear and concise communication, and other skills necessary for business students.

How Can a Mentor Help?

Support Professional and/or Personal Development

- Utilize the Core Competencies from the Center for Career and Professional Development to support professional development through the competencies. Plan to listen attentively and ask questions to your mentee to support personal development.

Be a Source of Business Knowledge

- Ask questions about the industry your mentee is interested in. Provide business-specific advice and connect them with your network to do informational interviews.

Help Your Mentee Set Goals

- Ask your mentee to set goals early in your mentorship relationship. Frequently check back in on these goals and offer advice to meet them. Learn more about goal setting in the Competency Goal Setting Guide located on LinkedIn.

Provide Accountability

- Accountability can look different for each mentorship relationship. For example, accountability could look like checking in on your mentee's goals, or reaching out to ask about the big exam they took last week.

Encourage and Motivate Through Challenges

- Encourage your mentee to try new things, explore different challenges, and help them to set high, attainable goals. For example, challenge your mentee to run for an executive position in their student organization.

Grow Connections For Your Mentee When Applicable

- Connect your mentee with your network as you get to know them and their interests. Feel free to set up a 3-way meeting or facilitate an email introduction. Guide your mentee to set up an informational interview.

Be Willing to Listen and Provide Insight

- Allow your mentee to share their experiences. Use your professional expertise to provide insight on the industry they are interested in, the company they are looking to apply to, or the certification they are interested in obtaining.



Tips for Being a Good Mentee

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