

PEER-TO-PEER MENTORING PROGRAM

STUDENT MENTOR



CLEMSON BUSINESS MENTORING VIA LINKEDIN & PEER-TO-PEER MENTORING

Hi Mentor,

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.

Peer-to-Peer is a 1:1 mentoring program where first-year students are matched with an upper class Wilbur O. and Ann Powers College of Business student mentor to form a formal mentorship relationship.

This guide serves as an "everything you need to know" for Peer-to-Peer student mentors. Within this guide you will find a suggested outline for each meeting.

Best of Luck,

The Office of Career and Global Engagement

Business Mentoring



Office of Career and
Global Engagement

Expectations

- Have mutual respect for confidentiality, ideas, views, time, and feelings; agree to our Tiger Ties Program Agreement located in 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

- Mentees are responsible for reaching out to their mentor within 2 business days by email.
 - Email will be shared by the Business Mentoring Team when matches have been made.
- Mentees: 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
- Mentors: If your mentee 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!



What Happens After Match Day?

- Mentors are responsible for reaching out to their mentees within 2 via email.
 - Email will be shared by the Business Mentoring Team when matches have been made. What should I say in my first message?
- Introduce yourself and suggest a time for you and your mentee to meet for the first time!
 - Example Message:
 - Hi Alex! My name is Avery and I am a junior marketing major here at Clemson. I'm also a member of CoBRA and CUMA. I'm excited to be your mentor this semester and get to know you! For our first meeting, I'm free from 11-2 next Wednesday, September 20. Would you be available for 30-45 minutes during that time? We can meet in the College of Business or at Starbucks. Let me know what you prefer!
 - Please note that virtual meetings are an option, but in-person is encouraged if possible.
- If your mentee does not respond within 3 business days of your original message, feel free to email them.

1st Meeting - Introductions

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/Conversation Starters:

- What is your major? Why did you choose it?
- Where are you from? What is your favorite part about it?
- What made you choose Clemson? What other schools did you consider?
- How are your classes going? Which is your favorite? Which is your least favorite?
- 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 Peer-to-Peer?
- 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?
- What accomplishments are you most proud of?

ACTION ITEMS - Before your first meeting ends:

Develop a communication plan together.

- What is each of your preferred communication methods? Text, Email, or via the app?
 - How often are your meetings?
 - The requirement is at least once per month, but you are welcome to meet more often!
- Plan your next meeting during this time together.
- Discuss what you will talk about in the second meeting.



2nd Meeting - Student Discussion

Mentors - Prior to this meeting, it is good practice and reviews the discussion points linked below.

This meeting is your time as a Mentor to discuss what you are involved in here at Clemson and help your Mentee get involved as well. Use this layout below to structure and guide the beginning of your second meeting. Encourage your mentee to find their passion and begin to take action as this will help them further down the line as they approach the job search. Links to important websites are embedded throughout the discussion. Use these to help guide the discussion.

Start your meeting by catching up on how things are going in both your academic and personal lives.

1. Discuss the importance of academics here at Clemson as well as your time at Clemson!
 - a. Registration tips and tricks
 - i. Registration info will come from your Advisor
 - ii. Use the Plan Ahead feature to preload your classes.
 - iii. Use software like Clemson Grade Distributions and Coursicle to aid in your registration process.
 - b. ASC (Academic Success Center)
 - i. The ASC offers Academic Coaching, tutoring, and peer-led learning, as well as a multitude of workshops.
 - ii. Mentors discuss the importance of the resources they offer and the benefit of engaging in them.
2. With your Mentee, take time to discuss how they can become ENGAGED here at Clemson!
 - a. Social Engagement
 - i. Clemson Clubs on Campus
 1. Discuss with your mentee how to use TigerQuest (Organizations) to see all the opportunities to get involved.
 2. At Clemson, Athletics are a huge part of the Clemson culture.
 - a. Encourage and possibly participate with your mentee by attending Clemson Football games together or joining an intermural sports team.
 - b. If your mentee is interested in Clemson Intramurals, direct them to the intramurals website.
 - b. Tiger Prowl
 - i. Tiger Prowl is an opportunity for all Clemson University students to explore new ways to GET INVOLVED and for the over 500 recognized undergraduate and graduate student organizations to recruit new members. Tiger Prowl includes Meet the Greeks and the Volunteer Fair.

ACTION ITEMS- before the second meeting ends:

- **Plan a time for the third meeting**
- **Quick preview what you will discuss at the third meeting**
- **Inform your mentee of any materials they need to bring with them**
- **Have your Mentee bring any resume information they have**



3RD MEETING - RESUME & LINKEDIN

Mentors - Prior to this meeting, it is good practice to review your resume and make any adjustments so that it is up to date. Use the resources on the next page to help guide your resume.

Start your meeting by catching up on how things are going in both of your academic and professional lives.

1. Shift your conversation to competencies and goal setting and discuss the 1st Competency Development Project you chose from your last meeting.

- As a reminder, the 9 Core Competencies are communication, collaboration, leadership, adaptability, analytical skills, technology, self-awareness, integrity & ethics, and brand.
- Depending on the nature of the project, you may complete it together during this time or discuss what you have already done to complete the project.
- Sample questions to talk through with your mentor:
 - How did completing this project help you develop the competency?
 - What can you be doing in the future in your classes, clubs and organizations, internships, etc. to further develop the competency?
 - How can you articulate your proficiency of this competency in an interview?
 - Ex. Tell me about a time when you were a successful collaborator.

2. Shift your conversation to resumes and LinkedIn.

- Review the resources on the next few pages with your mentor. Discuss good practices for resumes and LinkedIn.
- Review your resume and/or LinkedIn with your mentor. Use the provided feedback and make any changes.
- Take your resume to The Office of Career and Global Engagement C- Suite located in Powers Suite 123.

ACTION ITEMS - Before your third meeting ends:

- Plan the time and date of your fourth meeting during this time together.
- Discuss what you will talk about in the fourth meeting.
 - Refer back to the second Competency Development Project that the mentee will work on before the next meeting.
 - Discuss if you want to communicate in between meetings on how to complete the chosen project.

3RD MEETING CONTINUED RESUME & LINKEDIN RESOURCES



Office of
**CAREER AND GLOBAL
ENGAGEMENT**
Wilbur O. and Ann Powers
College of Business

Resumes - Tips

- As a first-year, begin removing your high school experience off of your resume.
- Don't forget to include your involvement in Tiger Ties!
- Format
 - Same font, 10-12 point throughout
 - Name: 14-16 point font
 - Follows the order: heading, objective (optional), education, followed by experiences
 - Contact information is listed in the heading:
 - Name, Phone, Email, LinkedIn (optional)
 - Graduation date is listed
 - Degree name is spelled out
 - Each subheading is listed in order by date
 - 1 page document
 - Locations of experiences are included
- Content
 - Each position is broken down with title, organization name, dates, and location
 - Appropriate verb tenses are used
 - Does not use first-person language
 - Bullet points start with a variety of strong verbs
 - Bullet points are descriptive of responsibilities/actions
- Additional Considerations
 - Try to quantify your experiences as much as possible!
 - Use #, \$, %, frequency, etc.
 - If you have experience in your target field, consider having a separate section such as "Marketing Experience".
 - Remember: your job is to make it as easy as possible for the reader to find information they are seeking.

LinkedIn - Tips

- Choose a clear profile picture (headshot)
- Add a background photo
- Show off your education and include minors and study abroad programs
- Add a descriptive and professional summary
- List all relevant skills with keywords
- Claim your unique [LinkedIn URL](#)
- Utilize LinkedIn to reach out and participate in informational interviews with Clemson Alumni who work at companies you're interested in

Resumes and LinkedIn - Resources

- [Office of Career and Global Engagement Career Resources](#)
- [Center for Career and Professional Development Website](#)



FIRST NAME AND LAST NAME

(803) 999-9999
 Email Address
 LinkedIn URL

EDUCATION

CLEMSON UNIVERSITY (ALL CAPS not bolded) Clemson, SC
Wilbur O. and Ann Powers College of Business
Bachelor of Science in (Insert your major degree here) Month year
 Minor: (Enter your minor, focus or concentration(s) here) GPA: Insert GPA if above 3.0/4.0

Insert Study Abroad School Name and Location if Applicable Year Studied

WORK EXPERIENCE

INSERT COMPANY’S NAME (ALL CAPS not bolded) City, State
Title of the position (bold) Month year – Month year

- Insert your accomplishment statements (2 to 4). Keep to 1 line (concise, clear, direct)
- Put most important bullets as it relates to your target position first.
- Begin each statement with a strong action verb and end each statement with a period
- Each should highlight an achievement and or/value-adding experience, *quantified*.

INSERT COMPANY’S NAME (ALL CAPS not bolded) City, State
Title of the position (bold) Month year – Month year

- Insert your accomplishment statements (2 to 4). Keep to 1 line (concise, clear, direct)
- Put most important bullets as it relates to your target position first.
- Begin each statement with a strong action verb and end each statement with a period
- Each should highlight an achievement and or/value-adding experience, *quantified*.

INSERT COMPANY’S NAME (ALL CAPS not bolded) City, State
Title of the position (bold) Month year – Month year

- Insert your accomplishment statements (2 to 4). Keep to 1 line (concise, clear, direct)
- Put most important bullets as it relates to your target position first.
- Begin each statement with a strong action verb and end each statement with a period
- Each should highlight an achievement and or/value-adding experience, *quantified*.

LEADERSHIP AND ACTIVITIES

Insert recent activities and memberships Month year – Month year

SKILLS

Insert your skills that are relevant to the job. Focus on skills, not characteristics. (Optional)

AWARDS

Insert your awards and honors. (Optional) Month year – Month year

Additional Notes (delete before sharing your resume):

- If you don’t have a Leadership and Activities section, some other options can include a Research section or Community Service section.
- Note that the skills and awards sections are optional. If you don’t have anything to add to them, delete them.

4TH MEETING - 16 PERSONALITIES



Office of
**CAREER AND GLOBAL
ENGAGEMENT**
Wilbur O. and Ann Powers
College of Business

Mentors - Prior to this meeting, it is good practice to review the resources linked below. Start your meeting by catching up on how things are going in both of your academic and professional lives.

1. Shift your conversation to competencies and goal setting and discuss the 2nd Competency Development Project your mentee chose from your second meeting.

- As a reminder, the 9 Core Competencies are communication, collaboration, leadership, adaptability, analytical skills, technology, self-awareness, integrity & ethics, and brand.
- Depending on the nature of the project, you may complete it together during this time or discuss what your mentee has already done to complete the project.
- Sample questions to talk through with your mentee:
 - How did completing this project help you develop the competency?
 - What can you be doing in the future in your classes, clubs and organizations, internships, etc. to further develop the competency?
 - How can you articulate your proficiency of this competency in an interview?
 - Ex. Tell me about a time when you were a successful collaborator.

2. Shift your conversation to 16 Personalities

- Take a few minutes to complete the 16 Personalities quiz. Each of you should take it separately. It should take 5-7 minutes.
 - <https://www.16personalities.com/>
- Review each of your personality types. Take some time to review each "Explore your Type" tab on the left hand side.
- Discuss with sample questions:
 - Do you feel like your personality type is indicative of who you are in your personal and academic life?
 - Do you display different personalities in different areas of your life?
 - What is the importance of understanding your personality type? How can this knowledge enhance your academic, personal, and professional life?
 - What did you learn from this exercise?

Additional Resources on 16 Personalities

- [Is There an Ideal Career for My Personality Type?](#)
- [Is It Important to Know My Personality Type for Work?](#)

ACTION ITEMS - Before your fourth meeting ends:

Consider both of your schedules for the rest of the semester. Are you able to fit in one more meeting? If so, great! If not, no worries.

- If you plan to meet again, see additional exercises on the next few pages for ideas.
- If you do not plan to meet again this semester, discuss a plan to informally continue your mentorship relationship in the future. Will you check in once a semester to get coffee and catch-up? Discuss what will work best for the two of you.



4TH MEETING - 16 PERSONALITIES

ANALYSTS



INTJ

Imaginative and strategic thinkers, with a plan for everything.



INTP

Innovative inventors with an unquenchable thirst for knowledge.



ENTJ

Bold, imaginative and strong-willed leaders, always finding a way - or making one.



ENTP

Smart and curious thinkers who cannot resist an intellectual challenge.

DIPLOMATS



INFJ

Quiet and mystical, yet very inspiring and tireless idealists.



INFP

Poetic, kind and altruistic people, always eager to help a good cause.



ENFJ

Charismatic and inspiring leaders, able to mesmerize their listeners.



ENFP

Enthusiastic, creative and sociable free spirits, who can always find a reason to smile.

SENTINELS



ISTJ

Practical and fact-minded individuals, whose reliability cannot be doubted.



ISFJ

Very dedicated and warm protectors, always ready to defend their loved ones.



ESTJ

Excellent administrators, unsurpassed at managing things - or people.



ESFJ

Extraordinarily caring, social and popular people, always eager to help.

EXPLORERS



ISTP

Bold and practical experimenters, masters of all kinds of tools.



ISFP

Flexible and charming artists, always ready to explore and experience something new.



ESTP

Smart, energetic and very perceptive people, who truly enjoy living on the edge.



ESFP

Spontaneous, energetic and enthusiastic entertainers - life is never boring around them.



ADDITIONAL EXERCISES

These exercises are not required but are an option for you and your mentee to complete if you have extra time. Also, if you notice your mentee is looking to grow in certain areas, feel free to choose one of these exercises to complete that match their goals.

- Consider attending professional events together.
 - Club meetings, social activities, philanthropic events, conferences, networking nights, career fair, etc.
- Consider working on interview responses.
 - Behavioral Interview Question Examples:
 - Describe a time when you disagreed with a team member. How did you resolve the problem?
 - Tell me about a time when you failed and how you recovered from it.
 - Give me an example of when you had to assume leadership for a team.
 - General Interview Question Examples:
 - Tell me about yourself.
 - Why are you interested in this industry?
 - What are your strengths?
 - Describe your ideal supervisor.
 - What is your greatest achievement?
- Craft a 30-45 second elevator pitch to give at networking events and career fairs.
- Discuss books, podcasts, and other media related to your industry or business. How does engaging in these materials help you be a better professional and/or student?
 - Examples: Morning Brew, Atomic Habits (book), The Hustle, Start with Why (book)
- Form SMART goals using the SMART method.
 - S: Specific
 - M: Measurable
 - A: Achievable
 - R: Relevant
 - T: Time-bound

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 in this guide.

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.