



Employer Tip Sheet Career Mentoring: Success Factors

A tip sheet for Earn & Learn employer partners

Note: *This Employer Tip Sheet is a template, intended for each Earn & Learn East Bay school or program, to customize and adapt to support its mentoring program. Once adapted, this tip sheet can be used to support individual career mentors.*

What is Career Mentoring?

Career Mentoring is an activity in which the student or young adult is matched one on one or in small groups with an adult professional to explore potential careers and related educational issues. The mentor serves as a resource for the student or young adult by sharing insights and providing guidance about the workplace, careers, and education through formal and informal meetings organized at the school or organization, in the workplace or online.

How is it structured? *School or Program Completes this Section*

Type: [enter type] (one-on-one, group etc.)

Matching Process: [Briefly describe]

Initial Activity: [Briefly describe]

Organized Activities: [Briefly describe]

Informal Activities: [Briefly describe]

Schedule: [Briefly describe]

Support: [List schedule for the year and provide coordinator contact information]

What's my commitment?

- Meet or communicate regularly with your mentee. Some activities will be organized by your partner youth organization's mentor coordinator and some contact will be generated by your mentee or yourself via email or telephone.
- Follow all school and company rules regarding Career Mentoring. This includes complying with policies related to volunteers, boundary and equity issues, and ensuring that there is no face-to-face connection outside of supervised and approved activities.
- Mentors are asked to make a commitment to stay engaged for a minimum of one year and hopefully will continue through to the mentee's completion of their training program.

How can I make it a good experience for my mentee?

- Make it real. It's all about the relationship you are able to develop with your mentee.
- Pay attention to what your mentee is communicating.
- Help your mentee learn and practice professional skills.
- Review the information provided by your mentee's teacher on what your mentee is studying, and ask questions about what they are learning. Provide feedback on their work.
- Participate in activities and group projects arranged by the youth organization or school.

Why is this important for the student or young adult I'll be mentoring?

- Research shows that career mentors help students and young adults stay enrolled in their training program or school, stay focused on their career options, and pursue their goals.
- A mentor shows a young person that someone cares, that they matter and can have a bright future.
- A career mentor can help a young person see the connection between the real world and what they learn in the classroom.
- A career mentor can help their mentee better communicate with and relate to adults.



What will I get out of it?

- The personal satisfaction that comes from helping a young person grow.
- Any incentives offered by your company for volunteering.
- You will learn how to interact with the next generation—some of whom you may be working with and/or supervising soon.
- You will meet other mentors and leaders in your community, which will enhance your personal and professional networks.

What if I have a question, concern, or need some help?

Your Earn & Learn coordinator is there to help you with any question, no matter how great or small. If you have any concerns about your mentee, bring them to the coordinator's attention immediately. Let them know about any positive developments as well.

What if I can no longer be involved?

- Provide as much notice as possible to your Earn & Learn coordinator and the student or young adult.
- Recruit someone else to step into your mentoring role, if possible.
- Make sure your mentee knows why you need to stop (a new position, new responsibilities, relocation, or some other reason) and assure your mentee that the reason you need to stop has nothing to do with him/her.

Go Deeper

- Consider having your mentee shadow you at work for a day.
- Arrange an Internship at your company for your mentee. Check in regularly and follow their progress.

To learn more or to get support, contact your Earn & Learn connector or school coordinator.