

# EXCEL MENTORING PROGRAM

## VIRTUAL MENTOR MANUAL

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## Program Overview

Mission: To provide students who are farther away with real life knowledge and skills to enable them to excel in their future endeavors.

Vision: a program that brings online or far distance students of UHCL together with HR professionals to equip these students with real life knowledge and skills in order to be excellent in their HR careers.

Purpose of virtual mentoring: this is an option for students who are unable to commit to face to face activities and meetings.

Virtual mentor responsibilities:

- Must be a current HR practitioner
- Must have a way of communication with your mentee virtually (skype, facetime, etc.).
- Complete the online mentor application and submit it to the email provided on the application.
- Read through the Mentor Training Guide pdf provided on the Texas Bay Area SHRM website before your first meeting with your mentee.
- Once matched, you will need to contact your mentee to set up the first meetings' time and date. This MUST be completed within the week of being matched.
  - The length of time for your meeting will be left up to you to decide.
- Please contact your mentee 24 hours in advance if you are unable to attend a meeting.

As individuals, we either have families, school, work, or other responsibilities. Therefore, commitment, consistency, and a healthy relationship is the driving force for this program.

Please note that the purpose of this program is not for students to find employment with your company. Rather, it is to provide them knowledge about the HR world, and also to equip them with the skills necessary to excel in their future endeavors.

As the mentor, you do not have to do it all or know it all. It is ok to say you don't know something. Feel free to reach out to different contacts or resources for help, assistance, or guidance when needed.

## What is a Mentor?

- Mentoring is a relationship between two people with the goal of professional and personal growth. The "mentor" is a qualified individual who shares knowledge, experience, and advice with a less experienced person, or "mentee." Successful mentoring is about conversation, sharing information, and learning from each other.
- You do not have to be perfect. You do not have to know everything. You simply have to be committed, consistent, and willing to share your knowledge with your mentee.

## Why Should I Consider Being a Mentor?

- Build your leadership skills- mentoring will help you to motivate and encourage others. This will help you when managing teams or individuals.
- Learn new perspectives- your relationship and connection with your mentee will be nothing short of unique. Every mentee is different. They come with different views, values, passions, and personalities. This will provide you with the opportunity to expand your thinking, methods, or perspective.
- Improve your communication skills- because your mentee may come from a different country or background, you may be challenged to find new ways to communicate with them. Not only will this assist in improving your communication skills inside the workplace, you can also apply it to your everyday life.
- Influence- here is your opportunity to actively add to the strength and future of the workforce entering your field. Your mentee may have some sort of ideas on their career focus, may know a lot about their career field, or may not know anything at all about which direction they would like to focus on. No matter where your mentee is with their decisions about the future, this mentor relationship will make a difference in their lives.

## You've Been Matched! Now What?

- Check your email! You will receive an email with information about your mentee.
  - This information will provide you with conversation starters for your first meeting. I recommend that you review and apply this information for a more successful first meeting.
- Contact your mentee to schedule your first meeting within the week.
- Begin to formulate a tentative plan to go over with your mentee. This will help to accommodate hectic schedules.
  - While formulating this plan, be flexible. Find out what your mentee wants to do for activities. However, it will be beneficial to have tentative dates to look forward to.

## The First Meeting

- Plans- planning ahead is never a bad thing. However, be flexible. Make a structure for your meeting, but also allow the conversation or activity to flow. Present ideas to your mentee but also find out what they want to do during your meeting.
- Get the formalities out of the way- what do you want your mentee to call you? What does your mentee want to be called?
- Get to know each other- the mentor/mentee relationship is so important. Likewise, making a connection during the first meeting is very important. This is an opportunity to make a difference in someone's life. Your mentee has to feel comfortable to ask you questions or just talk to you.
- Boundaries- keep healthy boundaries in place. Can your mentee add you on social media (ie. LinkedIn, Facebook, Instagram, Snapchat)? It will be beneficial to set healthy boundaries as early as possible. This clarity will help to keep you comfortable in this mentee/mentor relationship.
- Decide when the next meeting will be and work hard to keep consistent meetings.

## End of the Semester Requirements

- To conclude the end of the semester, you will be required to fill out a mandatory survey about your experience in the program. This is to ensure efficiency moving forward. It will help me know what needs to be changed, what worked, and what can be added.
- Your mentee will also be submitting one of the following to conclude the end of the semester together:
  1. An End of the Semester essay about their experience with their mentor.
    - This essay will be submitted to the Program Coordinator. If you would like to receive a copy of this essay for job promotions or records, please contact the mentor coordinator for such information.
  2. A presentation at your place of business showcasing your experiences during the semester.

## Last Meeting Activities

- Review your work together over the last few months.
- Discuss your most memorable experiences and why.
- Discuss what you both learned from the experience.
- Talk a bit about the future: is the mentee graduating? What will be their next steps? Parting words or advice from the mentor?
- You could give your mentee a gift. Please be aware that it is not a requirement but a suggestion. You could give them a small token that represents your time together and your relationship.

## Frequently Asked Questions

- My mentee graduates this semester. Now what?
  - You can attend your mentee's graduation. This is simply a suggestion, not an obligation.
  - Give your mentee a going away present or something to finalize your time together. Remember, it is not about the price. It is the thoughtfulness of your gift that will matter the most.