



VIRTUAL MENTOR TRAINING GUIDE



VISION

A program that brings the students of UHCL together with HR Professionals to equip students with real life knowledge and skills to be successful in their HR career.



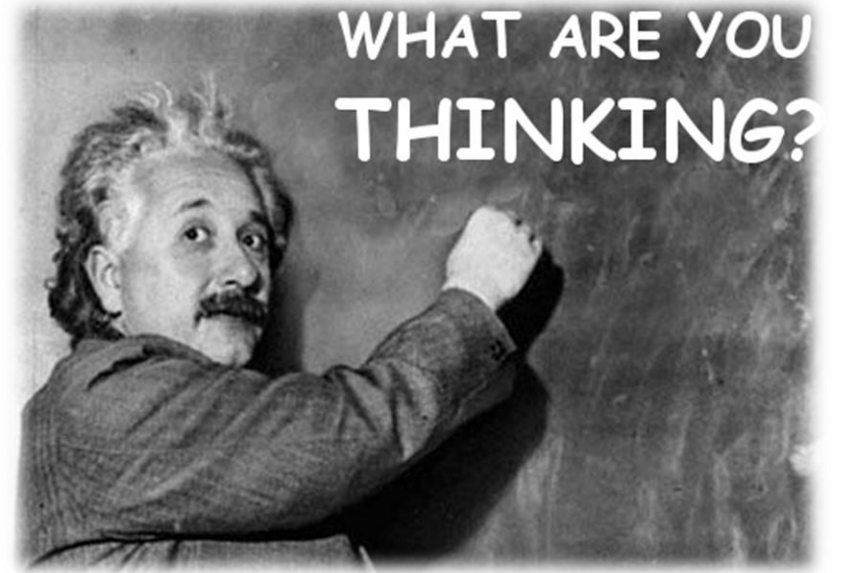
MISSION

Providing students with real life knowledge and skills to be applied to their future endeavors.

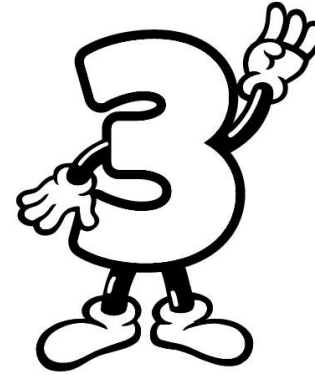


YOUR PURPOSE AS A MENTOR

Being a mentor is what you make it with a bit of tools, directions, and information to complete your purpose.



WHAT IS YOUR ROLE?



3 main things:

- Commitment
 - This is the foundation of building a positive relationship with your mentee.
- Consistency
 - Only make promises you can keep.
 - Ensure that your words and actions match
 - When inconsistencies occur, apologize and take the time to discuss why.
- Relationship
 - Keep the mentee at the forefront of your mind. Remain engaged in conversations and keep them first.
 - Encourage confidentiality.

VIRTUAL MENTOR ACTIVITIES

- A minimum of two activities per month are required to be performed with your mentee.
 - Please be aware that you are NOT limited to only two activities. If the feelings are mutual (between your mentee and yourself), you are more than welcome to participate in more activities per month.

MATCHING PROCESS

- You will be matched with a mentee based off of your personality traits, career field, and distance.
- If you already have someone in mind, please inform the mentor coordinator. This is a confidential process in which we would not like to make anyone feel left out or unwanted.

BOUNDARIES



- Boundaries are based on what keeps you comfortable vs. what makes you uncomfortable.
- As the mentor, discuss with your mentee the best forms of communication moving forward (ie. Email, text, phone call).
- Questions to think about:
 - Are you okay with your mentee calling you at any time of the day?
 - Are you okay with receiving emails from your mentee in the wee hours of the night?
 - Are you okay with your mentee adding you on Social Media sites?

REQUESTING A DIFFERENT MENTOR



- If a mentee is not satisfied (for whatever reason) with their current mentor, they are allowed to request a different mentor.
- They must first be able to discuss with you why they are requesting a different mentor.
- Upon approval from the mentor coordinator, the mentee may or may not be provided with a different mentor.

CLOSURE

goodbye ♥

- If the student is graduating you can choose one of the activities from the list of closure activities to do with your mentee.
- If you can't mentor for the next semester, please see list of closure activities that you can participate in.