



EXECUTIVE MENTORS SCHOLARS PROGRAM

Thank you for choosing to be an Executive Mentor Scholar with the Lerner College of Business and Economics at the University of Delaware. The following is a **list of suggested activities and discussion topics** for mentors to use with mentees.

FIRST SEMESTER (FALL, SEPT – DEC.):

- Establish initial contact and set up the first meeting. Reach-out to the student through email, text message or cell phone.
- Provide your contact information to mentee and get the mentee's contact information
- At the first meeting get to know your mentee by asking and answering some of the following questions: (The first meeting can occur at a restaurant, on-campus or at your business location)
 - Tell me about your hometown.
 - Why did you pick your major?
 - What interested you in UD?
 - What do you want to do after you graduate/in your career?
 - What do you hope to gain from this experience?
- ✓ It's a good idea to record some notes following the meeting for future reference.
- Establish future meeting dates.
- Set SMART goals for the upcoming year (**S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**imely)
- Establish communication timeline (i.e., email every three weeks to check-in and meet twice in person per semester)

SECOND SEMESTER (SPRING, FEB. – MAY):

- Discuss your career path beginning with your college experience
- Provide an overview of your organization.
 - Invite student to meet with executives in your department
- Set up dates for possible job shadowing experiences.
- Introduce your mentee to other departments in your organization
- Discuss other career opportunities within your organization or partner businesses
- Explain the organizational structure and the typical career path.
- Help establish career goals and objectives for the mentee.
- Check on the progress of the goals and objectives on a regular basis.
- Discuss researching summer internships or other part-time opportunities

THIRD SEMESTER (FALL, SEPT. –DEC.):

- Arrange a meeting to catch-up on summer activities and plans for the semester
- Share professional development opportunities (i.e. conferences, webinars, workshops)
- Offer to review his/her resume or cover letter
- Discuss time management, setting priorities, balancing career and family
- Conduct a mock interview to help practice interview and communication skills.
- Discuss and explore networking opportunities.
 - Meet the mentee for coffee or lunch.
 - Travel to UD and ask your mentee to give you a tour to see improvements to campus.
 - Always ask if there are any questions.
 - Brainstorm potential opportunities for the future.

FOURTH SEMESTER (SPRING, FEB. – MAY):

- Plan a meeting to continue to discuss plans after graduation
- Discuss jobs that the student has applied to and the application process
- Assist with a mock interview at your job site. Provide feedback
- Explore networking options, events, career fairs, etc.
- Celebrate graduation and career success at the Executive Mentor Scholar annual spring barbeque
- Make plans to stay in touch after graduation.

