Rawls Executive Mentor Program- Mentee Guidebook

Mission

Our mission is to forge meaningful professional relationships between our Rawls students and professionals for the purpose of sharing knowledge and experiences to create a lasting relationship.

“A mentor empowers a person to see a possible future, and believe it can be obtained”

by Shawn Hitchcock

Program Goals:

• Professional Development
• Career Goals
• Presentation and Communication Skills
• Ethical Challenges and what it means to be a responsible member of one’s community
• Transforming students into responsible business professionals

Mentee Responsibilities:

As a mentee, you will have access to valuable resources from your mentor. Which will help you inspire and facilitate career and personal achievements. Mentors and mentees should contact each other at least one hour once a month via phone, video conferencing, text, email or in person. Also listed below are additional responsibilities of the mentee.

• Responsible for making initial contact with mentor and setting up first meeting
• Remain respectful of mentor’s time and honor all commitments you both set
• Be open to constructive feedback from mentor
• Commit to the mentoring relationship for one year
• Keep confident and realize the mentorship is a professional relationship

Time Commitment:

• Should meet at least an hour a month via phone, skype, email or in person (when possible).
• Keep set appointments. Be engaged and accessible.

Communicating with your Mentor:

• Visit with your mentor about your goals this will allow them to learn more about you. Be honest and open with them let them know what you hope to learn.
• Be quick when responding to emails or phone messages from your mentor. Try your hardest to respond within 24 hours.
• Plan ahead for your meetings we recommend you have a planned agenda. This will allow you to use your mentor’s time wisely.
• Be open when receiving feedback or constructive criticism from your mentor. They are here to help you through your professional journey.
• Never be afraid to ask for advice and help with goal setting. You mentor is an experienced professional and has been in your shoes at one point in time.
• Contact the director, Jessica Carrillo (Jessica.carrillo@ttu.edu or 806-834-1312) with questions or concerns.

How to Get Started:

Jessica Carrillo, Director of Engagement will facilitate the first introduction via email, but it is the MENTEE’s responsibility to initiate the conversation. The first meeting should be planned by phone, in-person or Skype. Allow at least an hour to get to know one another, during this time set expectations and goals for the relationship. We highly recommend that at the end of each meeting you plan when you will meet next.

Possible flow for First Meeting:

After you have contacted your mentor and a time has been set for your first meeting. Begin to think about what goals you have and how your mentor can help you accomplish them.

Get to know one another ask your mentor to share their story with you. What was college like for them? Did they know what professional career field they wanted to major in upon arriving to college? This meeting will allow you both to form a professional relationship and will help you build communication for future meetings. Remember to be a good listener! Also, you should share your story with your mentor.

Talk about mentoring and any previous experiences you and your mentor have had. Find out what you both hope to get out of the mentoring relationship.

Take time to review the mentor/mentee agreement. Discuss expectations of how you will meet and how often. Agree to be respectful of each other’s time and respond promptly to emails or other correspondence. Remember to established accountability, for each to do what you say you are going to do.

Discuss and set goals for the relationship. Remember that your mentor will have their own goals for the relationship. Put these in writing so you both can review them frequently and assess progress.

Lastly, plan the next meeting time and day. Communicate to your mentor what you’d like to discuss during your next meeting. Create an agenda and send it to your mentor prior to your next meeting. This will help guide your discussion as well as your relationship.

Possible Topics and Activities:

• Ask your mentor to review your resumes, cover letter and interview skills and overall job strategies.
• Discuss with your mentor suggestions regarding professional development organizations, internships or other involvement that would help you enter into your professional career field.
• Discuss academics and how they balanced the demands of being a college student.
• Ask them what they wish they had known when they were in college and what they might do different.
**Program Support:**

We want you to have the best mentoring experience possible, please do not hesitate to contact the director at any time if you have questions or concerns. We will keep in regular contact with you to see how things are going and to gather any feedback or suggestions you may have.

We encourage the mentoring relationship to last for one school year, but can definitely be longer. However, we are also aware at times personalities may not be compatible. For this reason we ask that mentors and mentees evaluate their relationship on an annual basis. Due to other commitments or just a general lack of connectedness, mentor or mentees may decide to terminate their relationship early. Please contact the director should any of decisions are made. We hope that mentors and mentees remain a part of one another’s professional network beyond the mentoring program.

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