

MFINA MENTOR PROGRAM HANDBOOK

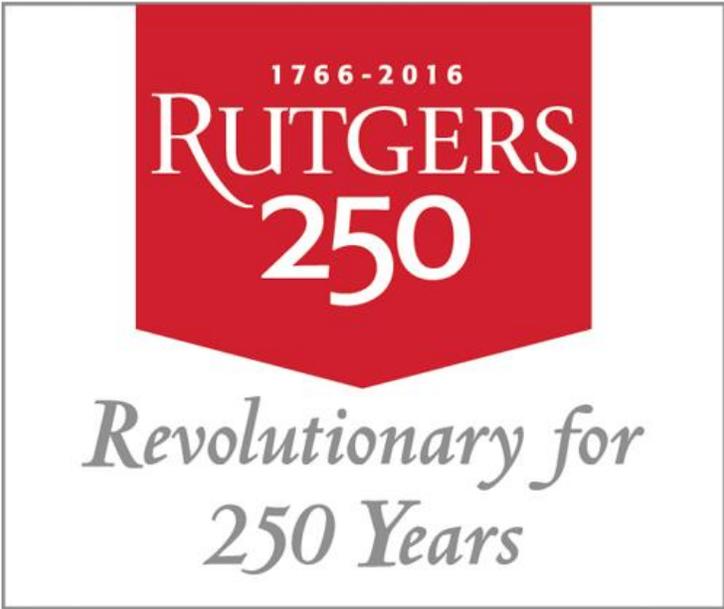


Table of Contents:

Overview	page 2
How it works	page 2
Defined roles	page 3
Expectations	page 4
Discussion topics	page 5
Contact information	page 6

Overview:

The purpose of the MFinA mentoring program is to match current students with business professionals, both domestic and international, who are committed to mentoring students toward their career goals. The mentoring relationship is established by the MFinA program for one academic year, and is renewed at the start of each Fall semester based on the mentor and mentee's needs, feedback, and availability.

How it works:

- We encourage students (mentees) **to take LEADERSHIP of this mentoring relationship** by initiating and driving Skype and/or in-person meeting times, preparing topics for discussion and following up for next steps.
- **The MFINA program office will do our best to match** a mentor and mentee in accordance with needs listed on student applications.
- We ask mentors to support our students **by offering a minimum of three 45 minute sessions throughout the academic year** either in person or virtually where current students will have a chance to build relationships, ask questions, and network with their assigned field professional.
- Each mentor and mentee will receive official notifications **from the MFINA program office** regarding the beginning and the end of the mentorship session through email.
- Once you receive a notification at the end of the mentoring session, your mentor and mentee duties will officially conclude.

- We sincerely hope that each mentor and mentee will continue to stay in touch even after the mentor-mentee relationship concludes.
- At the end of the academic year mentoring sessions, each mentor and mentee will evaluate the program through a survey. We believe that your feedback can make our program better!

Defined Roles:

Mentor

The mentor guides the student toward a career goal and helps the mentee to develop appropriate actions toward meeting their goals. When a student is uncertain of their career goal, the mentor helps them find direction and develop potential solutions. Evidence suggests mentors benefit from the mentoring relationship, including satisfaction derived from contributing to the professional development of young professionals. In addition, mentors perform a satisfying community service role by giving back, contributing their industry expertise, and developing the professionals of the future.

Mentee (student)

The mentee initiates the first meeting and prepares goals before the first meeting. Approach the mentoring relationship with professionalism and respect. Develop goals to work toward with your mentor and do not initiate contact with your mentor until you have determined your goals. Some examples of mentoring goals are listed below:

- Enhance public speaking and interviewing skills
- Enhance ability to effectively network
- Define a networking strategy
- Learn more about a specific job or field
- Obtain education and career advice from industry professionals
- Obtain objective feedback regarding my strengths and/or weaknesses
- Learn how to integrate my interests with my prior experience
- Learn about the lives of business professionals

Expectations:

In order to build a successful and fulfilling mentorship relationship, **we expect mentees to:**

Initiate: Your mentor loves hearing from you! Be brave in contacting your mentor.

Approach: Be honest and open about your expectations, goals, and interests to your mentor so that you can receive with the best possible support. Please refrain from asking requests such as asking for a job or a sponsorship.

Follow-up: Relay to your mentor how you've taken action with what you and your mentor have discussed.

Reflect (1. yourself and 2. how your mentor helped you/was helpful for that situation).

In order to build a successful and fulfilling mentorship relationship, **we expect mentors to:**

Approach: the mentorship relationship with openness and respect, while keeping confidential the contents of all discussion.

Support: students in both personal and professional development, providing advice to help set goals and track progress.

Respond: to all communication in a timely manner.

Discussion Topics and (potential questions to address in first meeting)

- In general, how often would we have mentoring sessions in a month?
- What is the best way to contact each other for mentoring?
- If we cannot meet person-to-person or through Skype, what other options are you comfortable with for communicating?
- How quickly can we respond to messages each other? (e.g., 24 hours, 1-2 days, etc.)
- Share your education background and educational preparation.
- Introduce information about current issues in your field.
- Provide insights and suggestions relevant to your industry for the mentees.
- Provide feedback on the mentee's resume and/or cover letter.
- Share job searching tips.
- Tips for best resources for jobs/internships.
- Help mentee prepare to conduct an informational interview.

Contact Information:

Questions?

Please contact our Administrative Assistant:

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