

Mentorship Program Handbook

2020/2021

**University of Alberta Human Resource
Management Association**



About the 2020/2021 Program

The UAHRMA Mentorship Program connects University students with experienced professionals in order to facilitate positive casual relationships. This provides students with the opportunity to interact on a personal and professional level, gain exposure in the workplace, and use the advice and feedback provided to excel in their career. For business professionals, the program not only qualifies as hours towards CPHR volunteer requirements but also provides professionals with a platform to share their career experiences, gain company recognition, and a chance to recruit.

This year the program will be held on an online platform, with the option for pairs to meet in person, if comfortable.

The program will run from **September 2020 to March 2021**, giving mentors and mentees enough time to meet the **required 8 hours** of meeting time with the option to job shadow for 1 to 2 of the 8 hours.

How does the Mentorship Program work?

1. The program is open to undergraduate students from the School of Business on a first come, first serve basis.
2. The UAHRMA team recruits' mentors with diverse backgrounds to meet the needs of student applicants.
3. Students and mentors are invited to the online Mentorship Program mixer where they will "speed-network". Students and mentors will then each rank their top choices so the UAHRMA team can match appropriate pairs.
4. The pairs will then be able to set goals and mutual expectations for the program, and plan future meeting times.
5. Mentees are expected to take an active role in guiding the relationship by preparing for meetings and completing requirements. The mentor uses active listening skills to advise and guide the mentee, as well as set up job shadowing opportunities.
6. In March, when the program ends, mentors and mentees will assess the success of their relationship and decide how they want to stay in touch.

Roles and Responsibilities

The Mentorship relationship exists for the development of a mentee through the guidance and advice of a mentor. Pairs are expected to display mutual respect for each other by proactively laying out expectations and meeting dates. If fully taken advantage of, the Mentorship Program can facilitate professional and personal growth for both parties.

Mentees

The ideal Mentee is looking to gain better perspective in the professional work environment, they desire coaching and feedback, and are looking to create a meaningful connection with their mentor. Mentees get out of the relationship as much as they are willing to put in.

- Responsible for contacting the mentor which challenges them to establish and maintain a professional relationship.
- Get to know your mentor by asking about their professional background and experience
- Bring an open mind and be open to critical feedback
- Respect your mentor's schedule by being punctual
- Prepare specific questions and goals prior to each meeting

Mentors

Mentors are experienced professionals who act as a trusted adviser for their paired student. They are willing to share their career journey and wisdom, in order to guide and help the mentee reach their goals. A mentor is a dependable and engaged individual who is committed to providing insight and opinions whenever applicable.

- Establish a foundation for clear open communication between you and your mentee
- Set aside time required in order to create a successful relationship
- Be open about your professional experiences and challenges
- Provide helpful coaching, advice, and constructive feedback
- Allow mentee to experience key parts of your role and organization through job shadowing, if comfortable

Setting Expectations

What do you expect from your mentor/mentee?

Outlining expectations will ensure that you are both on the same page.

How often will you meet?

We suggest meeting once per month. List any no-contact dates (vacation, exams, etc.)

What is your communication plan?

Best method, expected response rate, etc.

What are some areas of improvement where coaching may be needed?

If expectations are not being met, how will this coaching be communicated?

Under what circumstances will the relationship end?

We encourage open discussion if the relationship is no longer useful for either party, and understand that a no fault end to the relationship may be required.

Mentoring Action Plan Worksheet

Starter Template

Name: _____

Mentoring Time Period: _____

	Projected Outcome How will I know I did it?	Action Steps How will I actually gain, build and develop these?	Resources Needed What will I need besides the help of my Mentor?	Progress Notes What have I achieved?
First Goal: Knowledge to gain/Skills to build/Attitudes to develop (What must I acquire or improve?)				
Second Goal: Knowledge to gain/Skills to build/Attitudes to develop (What must I acquire or improve?)				
Third Goal: Knowledge to gain/Skills to build/Attitudes to develop (What must I acquire or improve?)				

Additional Notes: _____

UAHRMA Mentorship Program **Confidentiality Agreement**

In order for a successful mentoring relationship to develop, a mentor and mentee must feel discussion of private issues or problems are to be handled with discretion. This agreement requires both mentor and mentee to engage in open and honest communication while respecting confidential information exchanged during the mentoring process.

By signing this agreement:

I agree to keep the specifics of our discussions during meetings with my mentor/mentee confidential; this is not to be shared with another person, including supervisors, co-workers, and managers, unless given permission to share this information with others. I understand I am encouraged to discuss any concerns I have about my mentoring experience with the Mentorship Program Coordinator(s). The Mentorship Program Coordinator will maintain confidentiality unless a breach of confidentiality is necessary to maintain someone's personal safety.

I have read and understand the confidentiality agreement. I will honour it during the mentoring relationship and also after my role has ended. I understand that a copy of this signed agreement needs to be given to my mentor/mentee.

Signature of Mentor:

Date Signed:

Signature of Mentee:

Date Signed:

