

Work-Based Learning Connector Career Mentoring Checklist

Quick tips for Work-Based Learning Connectors¹ to ensure successful career mentoring.

Before Career Mentoring

- Identify all interested teachers/faculty and help them plan for career mentoring. Share the Teacher/Faculty Tip Sheet.
- Select and design the appropriate career mentoring model with a focus on career exploration, training and related education.
- Assess potential mentors and select those who are compatible with the students.
- Conduct background checks and fingerprinting if required. Determine costs and who will bear expenses.
- Support teachers/faculty in selecting appropriate students/learners and creating learning objectives.
- Match students/learners with potential mentors. Allow the mentor and mentee to select each other.
- Onboard mentors with an orientation and training. In training, reinforce that there is to be no face-to-face meeting outside of supervised activities. Remind mentors to keep equity issues in mind, ensuring that one mentee isn't offered many perks while another receives few.
- Define how much face-to-face time is desirable. (Early in the experience, the more the better.)
- Explore alternative forms of connecting, such as ZOOM, email and other social media.

Sample Career Mentoring Timeline

Phase 1: Identify interested teachers/faculty, mentors and students. Select career mentoring model.

Phase 2: Match students/learners with mentors (or assist them in choosing each other)..

Phase 3: Prepare teachers/faculty and students.

Phase 4: Provide orientation and training to career mentors. Arrange mentoring events.

Phase 5: Provide ongoing support to students/learners and career mentors.

Phase 6: Use feedback to document effectiveness of program and help students/learners update their career development plan.

During Career Mentoring

- Share the Work-Readiness Skills with the mentor.
- Share the current focus of classroom activities on a regular basis.
- Provide ongoing support and training for career mentors. Encourage them to share their story of the pathway to their current position. Support them in helping students/learners build their personal traits. Help mentors understand issues of confidentiality.
- Provide ongoing support for students. Encourage them to share interests, concerns and ideas with their mentors. Suggest they invite mentors to school activities. Have students/learners share assignments and study topics with their mentors.

After Career Mentoring

- Document the career mentoring. Review feedback from mentors, teachers/faculty and students/learners and summarize results. Make recommendations for improvements.
- Help students/learners update their career development plan and think about any next steps they would like to take to further their career goals.
- Work with teachers/faculty to coordinate "go deeper" activities..
- Send thank-you notes to mentors.
- Publicize the career mentoring and the businesses that participated by placing a story in the local newspaper or posting on the school or agency webpage.
- Consider other potential public relations benefits and opportunities.

¹ This includes work-based learning connectors and others who facilitate, arrange and support work-based learning activities for students/learners.