

## Work-Based Learning Connector Career Mentoring Checklist

Quick tips for Work-Based Learning Connectors<sup>3</sup> 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 learners<sup>4</sup>.
- Conduct background checks and fingerprinting if required. Determine costs and who will bear expenses.
- Support teachers/faculty in selecting appropriate learners and creating learning objectives.
- Match 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.

### During Career Mentoring

- Share the Work-Readiness Competencies 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 learners build their personal traits. Help mentors understand issues of confidentiality.
- Provide ongoing support for learners. Encourage them to share interests, concerns and ideas with their mentors. Suggest they invite mentors to school activities. Have learners share assignments and study topics with their mentors.

### After Career Mentoring

- Document the career mentoring. Review feedback from mentors, teachers/faculty and learners and summarize results. Make recommendations for improvements.
- Help learners update their career development plan and think about any next steps they would like to take to further their career goals.
- 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.

<sup>3</sup> This includes work-based learning connectors and others who facilitate, arrange and support work-based learning activities for learners.

<sup>4</sup> Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.

### Sample Career Mentoring Timeline

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

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

**Phase 3:** Prepare teachers/faculty and learners.

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

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

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