

Learner⁵ Career Mentoring Checklist

Career mentoring is a great way for you to get one-on-one support from a professional in a field that interests you. You and your mentor will make a long-term commitment to work together (generally, at least a year). During that time, you'll regularly communicate, giving you the chance to get answers to your career questions and practice professional behavior.

Use this checklist to help you get the most out of your career mentoring experience. Read through the list and check off things when you complete them.

Have you done all you can to prepare?

- Fill out and turn in any required forms.
- Participate in pre career mentoring activities in your class.
- Meet with a Teacher/Faculty or Connector about what you want to get out of your career mentorship (e.g. communication skills). These are your learning objectives.
- Research your mentor's company. Check out their website and write at least three questions that address what you'd like to know about the mentor and his/her job.
- If the career mentorship requires traveling, make sure you have transportation arranged.

Have you thought about what you can do to make career mentoring a big success?

- Dress appropriately and arrive on time, every time.
- Be respectful. Make sure your phone is off during meetings/activities.
- Pay attention to what your mentor shares with you and the advice you receive.
- Be engaged. When you hear something that interests you, ask if it's okay to take notes.
- Work toward your learning objectives.
- Try to make connections between what you're hearing and what you're learning in class.

When the career mentoring is over, how will you keep moving your career forward?

- Reflect on the experience. Talk to your classmates and teachers/faculty about the mentoring and whether you're interested in pursuing a career in your mentor's industry.
- Participate in classroom activities that help you think about the value of the career mentoring.
- Update your career development plan and think about next steps in moving your career plans forward.
- Give feedback about the mentoring experience. If you feel it wasn't a good match, let your Teacher/Faculty or Connector know so you can be matched with someone else.
- Send a thank-you letter to the mentor for taking the time to work with you. Think about staying connected on LinkedIn or elsewhere.
- Ask your career mentor if you can use them as a reference.
- Share your experience with your peers on social media. Perhaps a blog post?

Are you Ready for Game Day?

Have you...

- Completed all required forms?
- Set your learning objectives?
- Researched your mentor's company?
- Prepared your questions?
- Arranged transportation?
- Thought about what you'll share at you first session?

⁵ 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.