

Teacher/Faculty Career Mentoring Tip Sheet

Note: If you're coordinating a career mentoring program, have a look at the Connector Career Mentoring Checklist.

Career Mentoring is designed to:

- Give students/learners exposure to jobs, careers, and industries.
- Offer the opportunity to build a relationship with a caring and knowledgeable adult.
- Offer a chance to practice communication skills and develop professional skills.
- Help students/learners make connection between school and the workplace.
- Inform career planning.

Before Career Mentoring

- Review the Career Mentoring Fact Sheet and this tip sheet.
- Identify interested and qualified students/learners and help the Connector select career mentors who are compatible with the students/learners. (When possible, let them interview and select each other.)
- Assess how career mentoring can support classroom activities and help meet curriculum goals.
- Identify desired student/learner learning objectives. These should include personal, academic, occupational and work-readiness objectives.
- Regularly provide the mentors with information about what students/learners are studying or learning about so they can better support key concepts.
- Have students/learners research the career mentor's employer website and prepare at least three meaningful questions to ask during their first meeting.

During Career Mentoring

- Provide opportunities for students/learners to share in the classroom—verbally and in writing—what they're learning through their career mentorship.
- Encourage students/learners to share current study topics, interests, aspirations, and ideas with their mentor.
- Suggest that students/learners invite their mentors into the classroom for specific events or activities.
- Set regular check-ins with the students.

After Career Mentoring

- Thank the career mentor and together identify follow-up activities for the students.
- Provide opportunities for reflection through discussions, presentations, and/or projects. Help students/learners make the connection between the classroom and the workplace.
- Help students/learners update their career development plan and think about any next steps they would like to take to further their career goals.
- Assess the impact and value of the career mentoring with the Connector and utilize mentor, teacher/faculty and student/learner feedback to improve future career mentoring activities.
- Document and archive information about the career mentoring activity.

The Classroom Connection: Preparation and Reflection

Before Career Mentoring

Set students/learners up for success by having them.

- Research mentor's company and industry.
- Discuss how career mentoring can help them meet learning objectives.
- Help student/learner craft questions and develop goals

After Career Mentoring

- Spark student/learner reflection with an activity.
- Ask, "What new things did you learn about the workplace and careers?"
- See if they want to find out more or further explore careers in the mentor's industry.