

# LHRMA Mentor Guide



The information in this guide is an example of how you can coordinate your mentor/mentee experience. Other meaningful activities not listed in this guide are encouraged.

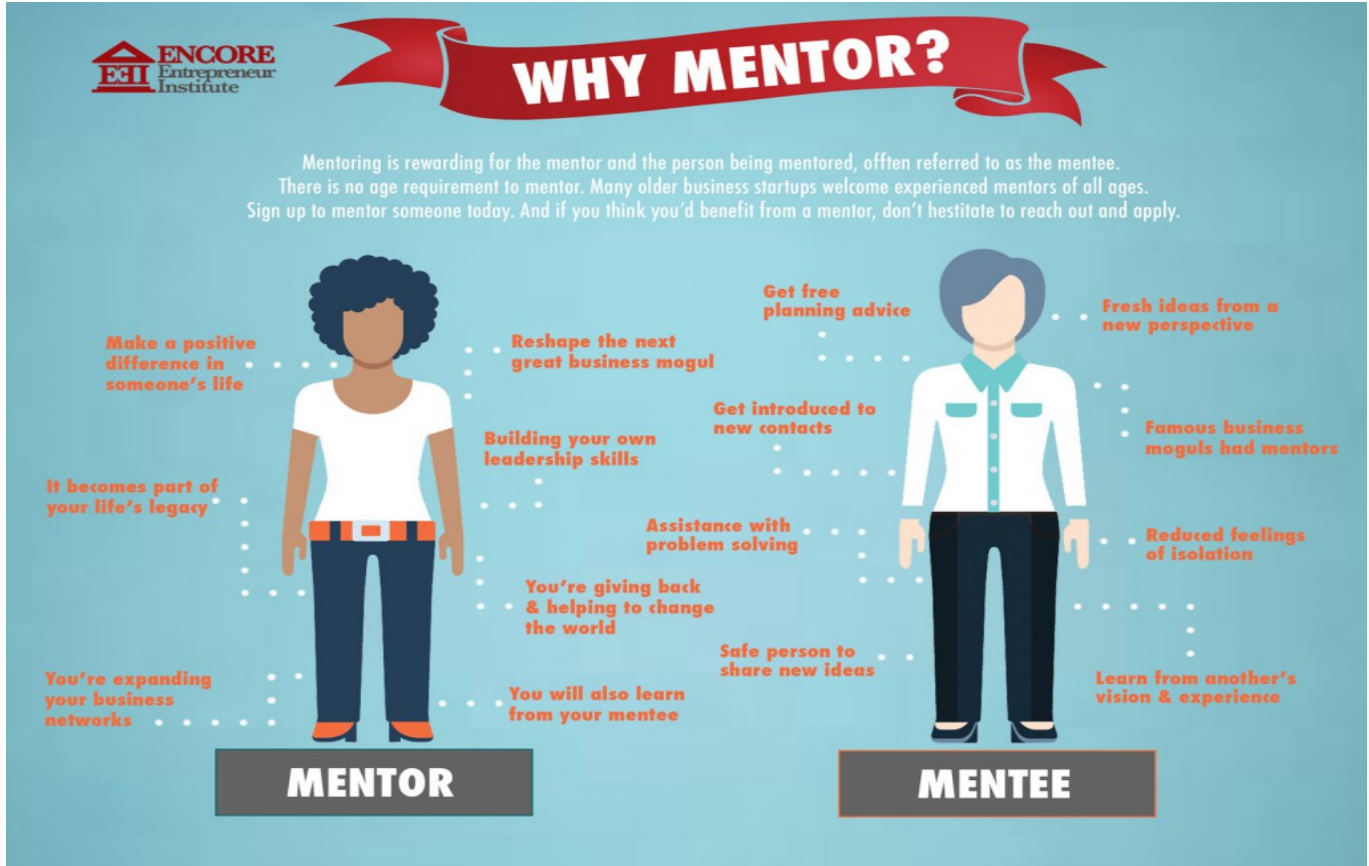
## Benefits of a Mentor Program

A successful mentor program provides opportunities for students to...

- Explore the world of work through interaction with professionals in the HR career of their choice.
- Gain an experienced HR practitioner's perspective on applying textbook concepts to real-life situations.
- Familiarize themselves with corporate protocol.
- Identify long-term professional development needs.
- Realize the value of networking.
- Develop a meaningful professional relationship over a specified period of time.

A mentor program benefits professionals by allowing them to....

- Contribute to the professional development of the future HR workforce.
- Identify potential interns and new hires for their organization.
- Assist students in beginning successful careers.
- Give something back to the profession.



## **Initial Contact**

After you have been assigned a mentee, call the mentee to arrange an initial meeting and discuss further scheduling.

Notes:

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## **1<sup>st</sup> Meeting**

Discussion

1. Ask the mentee:

Why are you interested in the HR profession?

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What are your perceptions and expectations of the mentor relationship.

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2. Discuss your current job responsibilities.
3. Explain how you got into the profession.
4. Discuss the necessary academic and personal preparation needed for your career.
5. Share your feelings on the importance of networking and continued professional development.
6. Plan future meetings and contacts.

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## **2<sup>nd</sup> Meeting**

Have the mentee spend a couple hours “shadowing” you during a typical working day.

## **3<sup>rd</sup> Meeting**

Discuss the shadowing experience from the previous meeting.

Complete a mentor/ mentee activity. (Examples below)

## **4<sup>th</sup> Meeting**

Discuss the mentoring experience so far.

Discuss the value of additional meetings or contact.

Complete a suggested mentor/ mentee activity. (Examples below)

## **Mentor/ Student Activities:**

- Lunch with mentor, mentee and other HR professionals to discuss everyday challenges practitioners encounter in their work.
- Mentee attends a company training program with mentor.
- Mentor and mentee discuss proper business and telephone etiquette and corporate protocol.
- Mentee attends a safety committee meeting with mentor.
- Mentee attends a company staff meeting with mentor.
- Mentor and mentee attend a professional SHRM chapter meeting together. Mentor introduces mentee to other HR professionals.
- Mentee accompanies mentor to other professional meetings attended. Mentor discusses common employee grievances and issues such as sexual harassment and substance abuse. Explain how they are handled.
- Mentee observes the development of a special project such as a wellness program or health fair.
- Mentor reviews mentee resume and offers suggestions for improvement.
- Mentee observes a day of recruiting.

Reference: <https://www.shrm.org/Communities/student-resources/Pages/mentorprogram.aspx#sthash.DNodfxJP.dpuf>