**Illinois Tech Alumni Mentorship Program**

The Illinois Tech Alumni Mentorship Program matches students with alumni as a professional resource to help them prepare for a successful career in the future! Alumni mentors can provide advice, knowledge, and guidance to help students develop academically, professionally, and personally. We require a minimum of 4 connections during the mentorship. We encourage connecting every 2 to 3 weeks, and the frequency/form of communication is up to the mentor and mentee. Review example goals and activities contained in this document to help complete this Mentorship Agreement form.

**Mentorship Agreement**

We both commit to the mission and guidelines of the Illinois Tech Alumni Mentorship Program and working towards meeting the goals and activities identified below.

**Keep this agreement form for your own record to refer back to throughout the mentorship.**

|  |  |
| --- | --- |
| Mentor: | Mentee: |
| Email: | Email: |
| Phone: | Phone: |

**Connection Frequency, Form, and Duration:**

**Goals for the mentorship:**

**Activities and/or discussion topics to cover during the mentorship:**

**Goal Setting**

When setting goals for your mentorship, use the “SMART Goals” framework to make sure that your goals are attainable. SMART goals should be **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**imely. Here is an example goal that does not follow the SMART framework: “Prepare for the workforce.” This goal is too broad, nonspecific, cannot be measured, and has poor sense of time to complete. It would be more appropriate to set a goal such as “prepare for job interviews,” or “work on my resume.” Every student has different needs and goals. Below are a few example SMART goals for your mentorship to help you get started.

**Example SMART Goals:**

* Practice and develop interviewing skills
* Learn about career path options in my field
* Become better at networking
* Get assistance and feedback with my resume and/or cover letter
* Figure out what major to choose
* Learn how to best prepare myself for this field
* Learn how to find internships
* Decide whether I should attend graduate school

**Suggested Activities and Discussion Topics**

**Activities:**

* Share business relationship building tips/experiences
* Informational interview
* Mock interview
* Resume review and feedback
* Cover letter review and feedback
* Mock salary negotiation
* Schedule a job shadow
* Role-play difficult discussions within the workplace
* Introduce mentee to other professionals in the mentors’ network

**Discussion Topics:**

* Career path options for the mentee
* Talk through academic interests and graduate school options
* Networking and building relationships effectively, LinkedIn outreach, etc.
* Salary negotiations
* Time management strategies
* Brainstorm ways to stand out during applications and interviews
* Academic and professional development support services on-campus
* What are hiring managers looking for?
* Assessing workplace environments
* Assessing workplace values/non-negotiables
* Communications in the workplace with managers or supervisors
* Addressing hang-ups, vulnerabilities, and/or weaknesses
* How to follow-up after an interview
* How to decline a job or internship offer without burning bridges