

# **ASI Mentorship Program**

## **Mentor Guidelines**

## Introduction

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The ASI Mentorship Program is designed to match you with a current ASI Student Government member that is looking into a career that you may have business experience, or industry knowledge in. Our goal is simple; to prepare our students for life after Cal Poly, and provide them with the opportunity to work with you and learn the valuable life lessons that you have to offer.

The first step is the hardest; matching a mentee to a mentor that will best suit their personal and professional goals. We have encouraged the mentees to review your biographies carefully, ask questions to learn more about your experience, and discuss what a potential mentorship relationship would look like.

## What is a Mentor?

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A mentor is a trusted coach, guide, or advisor. A mentor is someone willing to spend his or her time and expertise to guide the development of another person. In the ASI Mentorship Program, the mentors are former ASI Student Government members, former ASI employees, or friends of ASI. Although all mentors are brought together through the common connection of ASI, their experience and networks are vast.

The mentor has one goal; to assist their mentee in becoming the best they can be.

## Mentor Relationship Prep

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A good mentoring relationship allows both mentor and mentee to develop new talents and build self-awareness. Prior to meeting your mentee for the first time, you should consider what type of mentor relationship you are comfortable with, and what type of mentor you are going to be. A few questions to consider are:

- Do you prefer a professional only relationship, or would you like to learn about their personal interests as well?
- How much time can you commit to this relationship?
- Where will you meet/how will you communicate?
- Do you have expectations of the mentee? If so, what are they?

Keep in mind throughout this process that as a mentor, you are acting as a resource for the mentee. Your personal and professional life experience, has prepared you for this new role. As a mentor, it will be important to have the ability to:

- Develop a mutual trust and respect relationship
- Maintain confidentiality
- Assist the mentee in navigation of problem solving
- Provide constructive feedback
- Be an active listener

## Getting Started – Meeting with Your Mentor

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Depending on your mentees availability and what their goals are, you may find yourself meeting weekly at a local coffee shop, talking bi-weekly over the phone, or even video chatting online once a month. Whatever the frequency may be, below are a few tips for your first meeting:

- Share your personal and professional background, including the reason you decided to become a mentor.
- Agree on ground rules.
- Set up a date for your next meeting or phone call.

In addition to the above topics, you may want to ask the mentee:

- What do they do best?
- What areas would they like to improve in (both personally and professionally)?
- What is their greatest achievement?
- What person has the greatest influence on their life?

- Where do they want to be in 1, 5, and 10 years?
- What are their expectations of you as a mentor?

## Setting the Ground Rules

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After getting acquainted, you will want to establish a few ground rules with your mentee. The following are important considerations:

- How often will you communicate? (Should be at least once per month and preferably more at the beginning.) Will it be by phone, e-mail, or face-to-face?
- What days/times work best?
- How quickly will you be able to respond?
- What level of confidentiality is expected?
- What is your role as a mentor?
- What is their role?
- What each person is hoping to gain from the relationship?

## Nurturing the Mentoring Relationship

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As a mentor, you will quickly become your mentee's biggest cheerleader. You will be there to celebrate in their successes, and provide them guidance when they don't know which fork in the road to take.

As you begin to meet, the hope is that you will build a rapport with your mentee. This will open the door to providing constructive feedback, and having open and honest conversations. After you have met with your mentee a few times, have a touch base on how things are going so far. At this time it is appropriate to ask the mentee if you have been helpful thus far. If the relationship is not working for the mentee, they may be reluctant to tell you. They also might be reluctant to tell you if they do not understand the point you were trying to make or if they question the advice you are giving. Try to create an atmosphere where they are comfortable talking to you, and many of the obstacles you may encounter in the beginning will be able to be worked out.

Once you have built that initial relationship, it is appropriate to share with them more about your life choices; what career you thought you wanted to pursue while in college, how it is different than what you are doing today, what changed your mind, etc.

## Business Ethics, Morality, and Social Responsibility

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As a mentor I agree to the following code:

- I will not discriminate on the basis of race, color, national origin, religion, sexual orientation, age or handicap.
- I will meet with my mentee regularly.
- I will listen and not lecture to my mentee.
- I will serve as a positive role model.
- I will not make promises that I cannot keep.
- I will keep my mentee's confidence to the extent possible without violating the law or ethical principles. I will inform my mentee as to the limitations on my ability to keep his/her confidence.
- I will avoid any impropriety, or appearance of impropriety, in my relationship with my mentee.
- I will use appropriate language and will refrain from profanity, and discussions regarding politics and religion.
- I will never use a mentoring situation to exploit a mentee in any manner or impose my own personal beliefs or values.
- I will avoid engaging in inappropriate personal relationships with mentees.
- I will respect the privacy of mentees and carefully guard the confidentiality of any personal or academic information regarding them.