



NORTHWEST HUMAN RESOURCES COUNCIL

SERVING HUMAN RESOURCE PROFESSIONALS SINCE 1958

MENTOR PROGRAM

Benefits of a Mentor Program:

The Mentor Program provides opportunities for students to:

- Explore the world of work through interaction with professionals in the Human Resources career of their choice
- Gain an experienced Human Resources practitioner's perspective on applying textbook concepts to real life situations
- Become familiar with corporate protocol and business savvy
- Develop and encourage personal and professional growth
- Identify long-term professional development needs
- Realize the value of networking
- Develop a meaningful professional relationship
- Obtain information that may otherwise be unavailable to the mentee
- Realize the value of coaching, guidance and support

The Mentor Program benefits professionals by allowing them to:

- Contribute to the professional development of the future Human Resources workforce
- Identify potential interns and new hires for their own organization
- Assist students begin successful careers
- Ensure improvement of skills/competencies
- Give back to the profession



REQUIREMENT FOR PARTICIPATION IN A MENTOR PROGRAM

Mentee:

- Must be an active SHRM student chapter member at a participating college or university
- Must actively participate in and support student chapter events
- Must be a full-time or part-time student in good standing
- Must complete a mentor program application and be prepared to actively participate in and fulfill the expectations of the Mentor Program

Mentor:

- Must be an active member of the Northwest Human Resources Council
- Must actively participate in and support professional chapter events
- Must be a current Human Resources practitioner
- Must be willing to commit to the Mentor Program for a specified period of time

MENTOR PROGRAM PARTICIPANT ACTIVITIES AND GUIDELINES

Role of the Mentee:

- Initiate communication with and contact mentor at least once every two weeks
- Advise mentor of your expectations of a successful mentor relationship
- Seek guidance from mentor on specific skills, effective behavior, and Human Resources career paths
- Complete at least two of the suggested activities (see Suggested Activity List)
- Ask for mentor to support you by attending activities in which you are involved or are being honored
- Attend student group meeting
- Keep a Mentor Program journal
- Complete a Mentor Program Evaluation at the end of the program
- Attend Mentor/Mentee social event, Professional Development Event or Round Table



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Role of the Mentor:

- Make initial contact with mentee within one week of assignment
- Accept phone calls from mentee
- Assist the mentee in career planning
- Counsel the mentee on specific skills, effective behaviors and Human Resources career path
- Complete at least two of the suggested activities with mentee (see Suggested Activities List)
- When asked, support mentee by attending outside activities in which they are involved or are being honored
- Arrange a “shadow day” for a half or full day with your mentee
- Complete a Mentor Program Evaluation at the end of the program
- Attend Mentor/Mentee social event, Professional Development Event or Round Table
- Participate in the Mentor Program for a least one year



SUGGESTED ACTIVITY LIST

- Shadow for half or full day at the mentor's place of business.
- Mentee attends a company staff meeting with mentor.
- Mentee observes a day of recruiting attends a career fair or sits in on an interview with mentor.
- Mentor reviews mentee's resume and offers suggestions for improvement.
- Mentor holds mock interview with mentee as development and learning session.
- Mentor and mentee attend an NHRC meeting/event together. Mentor introduces mentee to other Human Resource professionals.
- Mentor discussed common employee grievances and issues such as sexual harassment or substance abuse. Explain how they are handled.
- Mentee attends a company training program with the mentor.
- Mentee attends a safety committee meeting with mentor.
- Mentee observes the development of a project such as wellness or health fair.
- Lunch with mentor, mentee and several other Human Resource professionals to discuss everyday challenges practitioners encounter in their work.