



**FEMBA  
PROFESSIONAL MENTOR PROGRAM GUIDELINES**

**Fully-Employed MBA Professional Mentor Program**

The College of Business Administration (CoBA) Dean's Office and Advisory Board oversee the Professional Mentor Program. The Professional Mentor Program creates collaborative relationships between local business professionals and students in the current business programs. These mentor relationships are not designed to "get students a job;" they are meant to open doors for networking opportunities as well as assist our MBA students with career transitions and career growth. Each semester the program kicks off with a welcome event, and then the mentees and mentors each set their own plans to meet regularly during the semester.

**Eligibility**

FEMBA students who are in the current academic cohort who have expressed a commitment to drive the relationship are eligible to participate. Academic status will be considered but not the final determining factor for eligibility.

Professionals who have had significant leadership roles in an executive status are eligible.

**Communicating Clear Expectations**

CoBA strongly recommends that mentors and mentees clearly communicate expectations early in the relationship.

- Make this discussion a priority for the first meeting or phone call, so that each party understands the responsibilities to which he or she is agreeing.
- Mentees should be prepared to verbalize what they would like to gain from the mentorship, and in what ways the mentor's help would be most beneficial.
- Mentors should be prepared to respond to the mentees about that which he or she can work toward or promise, as well as identify potentially unrealistic expectations.
- Clearly communicating expectations from the beginning not only sets a standard for honest communication and mutual responsibility, but also decreases the possibility of misunderstandings later on.

### **Setting Realistic Goals and Objectives**

CoBA strongly recommends that at the onset of the mentoring relationship, the mentee and mentor identify goals and objectives to achieve during the mentorship. It is also encouraged that each mentor-mentee pair address whether goals and objectives are realistic. (Keep in mind that the scope of accomplishments should be attainable within the single semester timeframe of the program).

- Mentoring pairs should avoid unrealistic expectations, such as swift advancement, "quick-fixes" on employment issues, or immediate integration of new professional skills and ideas.

Mentors can use their knowledge of the market or of a particular industry to help manage the mentee's expectations of what can be accomplished during the course of the semester, and which objectives may take longer to reach.

- If realistic goals and objectives are not agreed upon, please contact the designated CoBA representative to help ensure success.

### **Recommended Mentoring Program and Activities**

CoBA recommends that mentors and mentees consider a variety of activities throughout the course of their mentoring relationships. Varying mentoring activities will help build a strong foundation, as well as make the mentorship more dynamic and sustainable. Consider activities that range from career-focused to social, and which take place one-on-one, or with other mentor-mentee pairs. We recommend that you meet at least once per month (in person is best).

### **Networking Enrichment**

In many cases, the mentee will benefit from being introduced to other professionals within the mentor's company/network. This lends the opportunity for the mentee to learn about different lines of work or to meet others who may offer alternate perspectives in line with the mentee's objectives. Ideally, the mentee will be introduced to three professionals during this step so that he/she can engage in further discussion and interaction with those professionals. An example of activities could be having the mentee attend the mentor's company networking events together, conduct office tours, and introduce the mentee to colleagues.

### **Job Preparation and Career Development**

CoBA recommends that mentors offer assistance with various skills required of mentees who will be applying for a job or building a career. Mentors may wish to engage their corporate Human Resources department. Some suggestions to help are:

- Review professional résumé and send the mentee's résumé to friends and colleagues for feedback.
- Review LinkedIn profiles and virtual CVs together.
- If the mentee is transitioning careers, brainstorm ways of highlighting transferable skills in a manner that is clear to those in the new field of choice.
- Discuss how to negotiate salary, ask for a promotion/raise, and make requests of superiors.

### **Program Recap & Professional Networking**

Towards the end of the mentoring relationship commitment, we would ask that you review original goals and objectives set as well as determine if you will continue to maintain the relationship or formally end it. We will also be sending out a survey to both the mentor and mentee to provide us with feedback on how to improve the program for our FEMBA students.