

Mentorship Best Practices ~ Discussion Topics

1. Getting to know each other – great opportunity for the student to start putting into words (if they have not already) the areas they are interested in; the mentor can use that to plug in opportunities they know and information they have about the student's career choice.
2. Professional dress – every career choice has a certain dress code and some are different than others. Most job interviews are not “business casual” but it's important to know the difference. The mentor, knowing the interests of their student mentee, can offer advice on appropriate dress. Also, some college professors take students more seriously when they see the student is “dressed for success” even in class.
3. Resume – many different types of resumes are used professionally (some depending on career choice) but good ones should contain certain things that should be covered: education, skills, references, or available upon request.
4. Soft skills – {THE PERSONAL ATTRIBUTES YOU NEED TO SUCCEED IN THE WORKPLACE} These include: being punctual (for class, meetings with mentor or professors), avoiding excessive phone use, dress appropriately for the job, email etiquette, verbal & written communication, teamwork/interpersonal relationships (conflict resolution), character traits, (don't call in sick if you are not sick) self-control, ethical responsibilities.
5. Time management – in college, especially, if the student is working or has a family, it is critical the student knows how to multitask and balance priorities.
6. Stress management – how to handle deadlines and manage future expectations when they might conflict with personal responsibilities (example: student knows in two weeks they have a test and it's also the week they are having dental surgery). Students should learn to plan ahead. The mentor can also make the student aware of resources available to them on campus with Student Services if they feel stressed or possibly depressed
7. Organization – keeping up with your monthly mentor deadlines and also your community service hours and reporting requirements.
8. Financial management – students should be encouraged to be wise with their finances during college; do not borrow more than is needed for education; loan repayment is a real thing; don't sign up for credit cards to get the t-shirt (financial trap).

<http://financialaid.ucdavis.edu/tools/PDFs/40ManagementTips.pdf>