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**Overview of the Mentor Program**

A mentor program is one way of formalizing the relationship between HR professionals (mentors) and students who are pursuing careers in HR (mentees). Mentor programs offer a structured setting in which to develop beneficial one-on-one relationships between students and professionals. Acting as a friend, a teacher, and a guide to the real world, mentors have the opportunity to encourage and advise students by sharing their own experiences and knowledge of the HR profession.

**Benefits of a Mentor Program**

A successful mentor program provides opportunities for students to...

* Explore the world of work through interaction with professionals in the HR career of their choice.
* Gain an experienced HR practitioner's perspective on applying textbook concepts to real-life situations.
* Familiarize themselves with corporate protocol.
* Identify long-term professional development needs.
* Realize the value of networking.
* Develop a meaningful professional relationship over a specified period of time.

A mentor program benefits professionals by allowing them to....

* Contribute to the professional development of the future HR workforce.
* Identify potential interns and new hires for their organization.
* Assist students in beginning successful careers.
* Give something back to the profession.

If you are interested in this program, please complete your application on HRACC website by **January 31, 2021.**

The mentor relationship will officially run for one semester. You will be notified of your “match” on **February 7, 2021.** Students and professionals will be matched accordingly based on information supplied in their applications.

*Please send questions/comments to Administrator@HRACC.org*

**Program Requirements**

**Students:**

* Must be pursuing an HR degree or have some HR coursework completed.
* Must be a full or part-time student in good standing.
* Must complete the mentee application.

**Mentors:**

* Must be an active member of professional chapter and/or national SHRM.
* Must actively participate and support professional chapter events
* Must be a current HR practitioner.
* Must be willing to commit to the mentor program for a specified period of time.
* Must complete the mentor application.

**Suggested Guidelines for Mentor/Mentee Meetings**

* Mentor calls mentee to arrange initial meeting and discuss scheduling, within one week of assignment.
* Mentee calls mentor to arrange joint attendance at chapter meetings.
* Mentee calls mentor as needed for advice on HR-related course work and career direction.
* Mentors and mentees should plan on meeting at least four times, and participating in at least two of the suggested activities (see Suggested Activities on page 3).

***1st Meeting***

***Suggested conversation starters:***

**Mentee**

* Explain why you are interest in the HR profession.
* Discuss your perceptions and expectations of the mentor relationship.
* Ask questions.
* Plan future meetings and contacts.

**Mentor**

* Discuss your current job responsibilities.
* Explain how you got into the profession.
* Discuss the necessary academic and personal preparation needed for your career.
* Share your feelings on the importance of networking and continued professional development.

***2nd Meeting***

Mentee spends a day "shadowing" the mentor during a typical working day or virtually attending department meeting.

***3rd Meeting***

Discussion of the experience in 2nd meeting. Completion of a suggested mentor/mentee. (See list below.)

***4th Meeting***

Discussion of the mentor experience.
Discussion of the value of additional meetings or contact.
Completion of a suggested mentor/mentee activity (See list below).

**Suggested Mentor/Mentee Activities**

* Lunch with mentor, mentee, and other HR professionals to discuss everyday challenges practitioners encounter in their work.
* Mentee attends a company training program with mentor.
* Mentor and mentee discuss proper business and telephone etiquette and corporate protocol.
* Mentee attends a safety committee meeting with mentor.
* Mentee attends a company staff meeting.
* Mentor and mentee attend a professional SHRM chapter meeting together. Mentor introduces mentee to other HR professionals.
* Mentee accompanies mentor to other professional meetings attended. Mentor discusses common employee grievances and issues such as sexual harassment and substance abuse. Explains how they are handled.
* Mentee observes the development of a special project such as a wellness program or health fair.
* Mentor reviews mentee's resume and offers suggestions for improvement.
* Mentee observes a day of recruiting.