



MENTOR PROGRAM

October 2021

Developing a mentor program is one way of formalizing the relationship between Wabash Valley Human Resources Association (WVHRA) chapter members (mentors) and students (mentees) in the Student SHRM Chapter. Mentor programs offer a structured setting in which to develop beneficial one-on-one relationships between students and HR professionals. WVHRA members acting as a friend, a teacher, and a guide to the real world, encourage and advise students by sharing their own experiences and knowledge of the HR profession and assisting students with their career development and transition into human resources.

A mentor program provides opportunities to students while they navigate their college curriculum.

Benefits for students (mentees) to:

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

Benefits for HR professionals (mentors) 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 in HR
- Giving back to the HR profession

The College Relations Chair serves as the *Mentor Coordinator* with the Board consulting as needed. There are established requirements for participation in the mentor program for both students and mentors. Mentors will be assigned for a specified time period decided in advance and communicated to students (i.e.: one semester or one academic year). This time period may be decided between the mentor and the student and may vary per relationship.

The following program requirements must be met for participation:

Students:

- Active student SHRM chapter member
- Participate in and support of student SHRM chapter events
- Full-time or part-time student in good standing
- Complete a student enrollment form and return to *Mentor Coordinator*
- Attend orientation program with the assigned mentor to clarify areas of interest and commitment level of participants.

Mentors:

- Active WVHRA chapter member
- Participate in and support of WVHRA chapter events
- Current or retired HR practitioner/professional
- Willing to commit to the mentor program for a specified time period
- Complete a mentor enrollment form and return to the *Mentor Coordinator*
- Attend an orientation program with the assigned student to clarify areas of interest and commitment level of participants.

The mentor program will be publicized on the WVHRA website, announcements made at monthly meetings, personal contacts, and a program presentation at a student SHRM chapter meeting. HR professionals who have hosted students for internships, volunteer opportunities and other HR related activities would be successful mentors.

Based on results of the mentor and mentee enrollment forms, students and HR professionals will be matched based on factors such as mutual areas of professional interest, schedules, geographic proximity, etc. Mentors may also request a particular student to mentor.

In order to ensure the mentor program is successful, the *Mentor Coordinator* will maintain open communication with all participants and actively solicit feedback and conduct periodic group meetings or socials to discuss ways to improve the program. All participants will complete a program evaluation at the conclusion of their mentor program assignment with results used for program review and improvement.

Suggested mentor guidelines:

- Mentor makes initial contact with the student within one week of assignment and arrange initial meeting and discuss scheduling
- Mentor communicates with the student at least once every two weeks
- Mentor arranges joint attendance at WVHRA chapter meeting(s)
- Mentor and student completes at least two of the suggested activities (see list)
- Student contacts mentor, as needed, for advice on HR related course work and career direction

First Meeting Suggestions

Student:

- Explain why you are interested in the HR profession
- Discuss your perception and expectations of the student/mentor relationship
- Ask questions
- Plan future meetings and contacts

Mentor:

- Discuss current job responsibilities
- Explain how you began your HR career
- Discuss the necessary academic and personal preparation needed for your career
- Share your feelings on the importance of networking and continued professional development

Second Meeting Suggestions

- Student spends a day “shadowing” the mentor during a typical workday
- Discuss the “shadowing” experience

Third Meeting Suggestions

- Discuss the student/mentor experience
- Discuss the value of additional meetings or contact
- Complete a suggested student/mentor activity (see list below)

Suggested Student/Mentor Activities

- Lunch with student/mentor and several HR professionals to discuss everyday challenges HR professionals encounter in their day-to-day work
- Student attends a company training program with the mentor
- Student/mentor discuss proper business and telephone etiquette and corporate protocol
- Student/mentor discuss/practice “soft skills” specifically effective communication and interpersonal skills
- Student attends work meeting(s) with mentor (i.e.: company staff or HR meeting, safety committee meeting, orientation program for new employees, onboarding)
- Student observes the development of a special project such as a wellness program or health fair
- Mentor reviews student’s resume and offers suggestions for improvement
- Student observes the recruitment process
- Student participates in at least one volunteer opportunity provided by WVHRA
- Student attends the annual WVHRA seminar in November (registration paid by WVHRA)



Mentor Program Enrollment Form

MENTOR

Mentor Profile

Date:

Name:

Job Title:

Organization:

Organization Address:

Type of Organization:

Office Phone:

Mobile Phone:

I prefer to be contacted at work ____ at home ____

Best time to call:

HR Experience

Brief Description of Job Responsibilities:

Area(s) of HR Expertise:

Education:

College/University Attended:

Major:

Professional Certifications/Memberships Held:

Please return completed form via email to Kimberly Miller, Mentor Coordinator at:
millerk@rose-hulman.edu



Mentor Program Enrollment Form

MENTEE

Student Profile

Date:

Name:

College or Home Address:

Mobile Phone:

Best time to call:

Current Job/Internship:

Offices Held in the Student SHRM Chapter:

HR Interests

Area(s) of HR that are of interest and/or want to learn more about:

Compensation and Benefits

Employee and Labor Relations

Employment Law

Training and Development

Employment Practices (recruiting, hiring, onboarding, orientation)

Workplace Health and Safety

Workplace Diversity and Inclusion

Other

Please list Other interests:

HR Work/Internship/Volunteer Experience:

Why do you want to participate in the Mentor Program?

What are your Mentor Program expectations?

Education:

College/University:

Major:

Year in School and Expected Graduation Date:

***Please return completed form via email to Kimberly Miller, Mentor Coordinator at:
millerk@rose-hulman.edu***