CPI Mentor Program Guide

Welcome to the CPI Mentor Program! We're excited you have chosen to take this step to expand your network and professional development.

Mentor/Mentee Tips & Guidelines

General

- Meet for one hour each month from March-December.
- Determine your preferred communication forms. CPI suggests video calls for monthly meetings.
- Discuss your goals for the mentoring relationship.
- Schedule consistent monthly meetings in advance; consider scheduling them during your first meeting.
- Maintain confidentiality within your meetings.
- Take notes on your meetings. You may want to reference discussion points at a later date.

Mentees

- It is your responsibility to prepare for and lead the mentor/mentee meetings.
- Create a meeting agenda or choose discussion topics one week prior to your meeting. Send the information to your mentor in advance, so they can feel prepared for the meeting.
- Ask questions and talk about the topics that are relevant to you.
- Take time to reflect on and consider the ideas discussed in your meetings.
- Express gratitude to your mentor; they are offering great guidance to you!

Mentors

- Be prepared with some topics you could discuss, in case your mentee is unsure what to discuss.
- Ask your mentee for their thoughts on topics that interest you. We want you to learn and grow as well!
- Find ways to challenge your mentee, even assigning them with a specific task.
- Provide guidance and feedback to your mentee.
- Determine what barriers your mentee may be facing and help them overcome them.

Activity Ideas

- Write down your goals for the mentoring relationship.
- Read a book or an article together.
- Listen to a common podcast.
- Watch some TED Talks or YouTube videos.
- Find a common conference or educational session to attend.
- Share resources, then discuss them.
- Discuss your career goals and create an Individual Development Plan.
- Exchange and review each other's resumes and/or LinkedIn profiles.
- Write yourselves letters for the future through FutureMe: www.futureme.org.
- Hold an "Ask Me Anything" session with each other.
- Role-play a crucial conversation.
- Do a job shadow or sit in on a virtual appointment.
- Each of you plan a TED Talk, then present them to each other.

Discussion Suggestions

Get To Know Each Other - First Meeting

- Why did you join the CPI Mentor Program?
- What brought you to the state of Iowa? What has kept you in the state of Iowa?
- What was the best trip you've ever taken? What made it great?
- What was your first job in this industry? How did your career progress?
- What are the challenges and rewards of your job?
- What is your vision for this mentorship relationship? What can we do to make this an effective and impactful experience?

Career Advising / Coaching

- What are some of your advising best practices?
- What are your tips for relationship building with students?
- What types of questions do you ask students during appointments?
- How do you deal with tough advising cases?
- How do you advise/coach students who are unsure of their major or future career? Do you use any assessments in your advising/coaching practice?

Career Growth

- How did you get from where you started to where you are now? What were the important steps?
- Who has had the greatest influence on you professionally?
- How do you communicate your work and accomplishments with your supervisor?
- What has been one of the most challenging experiences in your career?
- How can I gain more confidence in my work?

Employer Outreach

- Do you have any tips for employer outreach?
- How could you improve your employer outreach?
- Do you visit employers? What information do you cover during your visits?
- How do you help connect employers with students?
- Do you help faculty secure industry presenters, or do faculty do their own outreach?

First Destination Surveys / Data

- Can you tell me about your experience with first destination survey (FDS) data?
- What strategies do you use to gather FDS data?
- How have you used FDS data to promote your services and create resources for students, employers, faculty, staff, and administration?
- Do you collaborate with any other offices or classes to collect FDS data?
- How would you recommend I improve my FDS response rate?

Future of Career Services

- What do you envision for the future of career services?
- How do you think career services will evolve with technology?
- How can career services remain relevant for job seekers of the future?
- What tips do you have for modernizing/updating services and programming to meet the needs of today's - and tomorrow's - students?

Hiring & Managing Others

- What tips do you have for managing others? What resources would you recommend for learning how to effectively manage others?
- What are some things supervisors do to make sure their supervisees feel valued and appreciated?
- How do you provide feedback for supervisees?
- Can you give me an example of a great supervisor and unsatisfactory supervisor you've had? What made them different?
- How do you help your supervisees stay motivated?

Marketing

- How do you market your services/programs/office to students? To employers? To faculty and staff?
- Which methods of marketing have been most effective for you?
- What challenges do you face related to marketing?
- How can I improve the way I market career services on campus?

Navigating Office Culture

- How could a new professional approach their boss with difficult conversations?
- What suggestions do you have for effective one-on-one meetings with my supervisor?
- In what ways can I seek more feedback at work?
- What approaches have you found to be most effective when it comes to advocating for yourself for leadership opportunities?
- As a newer professional, how do you recommend that I tactfully share my opinions with other staff members?

Networking

- What methods have you used to grow your network? How do you maintain your connections?
- Can you share any networking success stories?
- What cross-campus relationships have you found to be important? How did you start forming those relationships?
- How do you help students connect and network with alumni?
- Do you have suggestions for other professional connections for me?

Presenting & Teaching

- What topics do you find most difficult to present on, and how have you worked to overcome that?
- Have you ever taught a class? What was the experience like? How did the course evolve? What was covered in the curriculum?
- How can I increase my confidence in presenting/teaching?
- How do you engage people during presentations?
- What tips do you have for virtual presentations?
- What technology do you incorporate into your in-person presentations?
- How have you gained presentation opportunities? How can I expand my cross-campus presentations?

Professional Development

- What resources do you recommend for keeping up to date in the industry?
- Which groups and professional organizations do you belong to? Which groups or influencers do you follow on social media?
- How have you found leadership opportunities in or outside of your office? How can I develop my leadership skills?
- What does your professional development budget look like? How can I advocate for more professional development funds or opportunities?
- What stretch assignments could I take on to gain skills and move to the next level, professionally?

Programming

- What types of programs does your office provide for students? Which programs have been most successful?
- Do you utilize the NACE Career Readiness Competencies to shape your programming?
- Have you implemented any new programs at work? What challenges did you face? What were the results?
- How do you decide which programming to offer for students?
- How do you use data to collect feedback and assess the effectiveness of your programs?

Resources For Students

- What resources do you typically recommend for students?
- What resources do you recommend for special populations, such as international students, military/veteran students, LGBTQ+ students, students with disabilities, etc.?
- Have you or your office created any video resources for students? What are they like? How were they created? What topics were covered?
- How do you market your resources to students? Do students utilize the resources?

Explore your curiosity, listen intently, share openly, and engage intentionally. Ask questions and discuss topics that are most relevant to you. This is your experience; make the most of it!

With questions or feedback, please contact cpi@iowa-cpi.org.