

## Mentoring Structure

Theme	Year 1: Mentorship				
Goal	Year 1 goals: To understand the nature of mentoring and the importance of accessing many mentors and to really think about your first set of career goals.				
Task	Finding Areas of Need	Career Goals	Mentoring Map	Understanding the Collegiate Arena	Learning to Use Your Resources and Plan Strategically
	Identify areas where you need mentoring.	Identify first round of career goals. Research the pathway to entering into your field of interest. Shadow and talk with individuals who are in your field of interest.	Start seeking out a <b>network</b> of mentors and understanding the value of multiple mentors.	Master the collegiate campus, classroom, strengthen and adjust study skills for the new academic environment. Find a balance between work, study and play.	Become aware of the resources your school has to offer and other resources your prospective career fields have to offer you.
Theme	Year 2: Professional Materials and Development				
Goal	Year 2 goals: To develop quality professional materials, immerse yourself in the career fields of interest, and to gain exposure to the field				
Task	Business Cards	Resume/CV	Personal Statement	Informational Interviews	Shadowing
	Create professional business cards to have on you when an opportunity arise.	Develop a professional resume and a master CV. Understand the difference and how to adapt yours to the specific opportunity.	Develop of a first draft of a personal statement.	Continue talking with individuals who are in the careers you are interested in.	Continue shadowing individuals who are in the careers you are interested in and explore new options you have not considered.
Theme	Year 3: Soft Skills Checklist				
Goal	Year 3 goals: To become successful in putting your best foot forward on the first try				
Task	Interviewing	Networking	Getting Recommendations	Branding Yourself	Elevator Speech
	Master the interview process. Understand that the interview is more than just the 30 minutes you're in the office, but from the time you open your car door to the time to step back in.	Learn how to network and when to network.	Know how to request recommendations in a way that provides the recommender with all the information they need to write you a strong letter. For example, including a personal statement, providing answers to some questions about why you are interested in the opportunity, program, or job you're applying for, and having a concise list of due dates and the required information for the writer. Provide thank you cards at the end and future updates on your progress.	Learn how to create a professional name for yourself. What should you be thinking about in this regard? Your social media presence and how it can help or hurt.	Known how to say what you aspire to do in 2 minutes or less. Know how to introduce yourself in 2 minutes or less. Know how to talk about your research in 2 minutes or less.
Theme	Year 4: Making Meaning				
Goal	Year 4 goals: To know who you are, what you do well, and how you want to spend the rest of your life				
Task	Purpose	Vision - what type of professional do you want to be?	Personal Life Quote	Understanding Your Giftedness	Preparing for the Next Phase
	Determine what your purpose is and be able to say it in one sentence. (i.e. My purpose is to draw out people's potential.)	Understand how you want to impact people in and through your professional career.	Develop a positive quote (or pick one: i.e. a scripture reference) that resonates with you and helps you remain focused on achieving your objectives and living out your purpose, especially when things get tough.	Evaluate, identify, and articulate what gifts and talents you have that will enable you to be the type of professional you desire and help you serve your purpose.	Prepare for moving on to the next step. Plan for success in the next phase, career wise, academically, personally. Begin to think about expanding your mentoring network.