

**Penn State Lacrosse**

# **Teammates for Life 2018**

**Protégé Guide**

# Mentoring Program

## Protégé Guide



## Welcome

The Penn State Lacrosse Mentoring Program offers you an opportunity to explore topics such as academic majors, internships, career planning, college to career transition, and leadership development. Our alumni mentors are excited to share their perspectives from the business world. Your ongoing engagement is key to gaining the full benefit of this special relationship.

The program is a one-year commitment made by both you and your mentor; however, pairs are welcome to continue the relationship beyond the academic year. If you participate in the program over several years, you can have multiple mentoring relationships that will become part of your professional network.

This is the second year we are running this program and we confident it will be a continued success.

This guide will help you get the most out of the program. Enjoy your experience!

## What to Expect

- › Your mentor will serve as a role model to you, providing advice and guidance, and will work with you to maintain a meaningful relationship throughout the academic year. While this relationship may lead to an internship or job opportunity, that is not the main objective of the program.
- › Our alumni are working professionals who are located in various geographic locations. It is not always feasible for them to return to campus. However, this does not mean that they are not committed to the mentoring relationship! Work together to identify the method and frequency that you will communicate; take advantage of technology if it helps you to personalize your relationship.
- › As in life, relationships relax over time, but it is important to remember that the mentoring relationship is professional in nature and you should always communicate that way with your mentor.
- › Feel free to address your mentor by their first name, but try to avoid addressing them too informally (i.e. - "Hey man, how's it going?").
- › Communication patterns may change over time, so be flexible with the frequency and channels that you and your mentor find to be convenient.
- › If you learn that your mentor's area of expertise does not exactly match your career interests, identify other areas where your mentor can offer you guidance. Consider asking your mentor for assistance with resumes, interviews, or even meeting another professional who is familiar with your area of interest.



## Getting Started

1. **Reach out** to your mentor within one week, using the e-mail template that was provided to you. Don't forget to attach your resume and add their e-mail address to your contact list.
2. **Establish** the date and time of your first conversation.
3. **Discuss** your expectations and any immediate topics of interest.
4. **Share** other topics of interest to explore together.
5. **Set** your next meeting at the end of every conversation.

## Keeping the Ball Rolling

- › **Evaluate** progress and determine whether your goals are being accomplished.
  - › **Expand** your discussion list—jot down thoughts and questions throughout the year.
  - › **Respond** to your mentor—acknowledge that you received their message within 48 hours as a professional courtesy.
  - › **Inform** your mentor of schedule changes—be respectful of their time by limiting cancellations, providing ample notice, and suggesting alternate dates and times. Understand that your mentor may also face unplanned work/life schedule changes.
  - › **Resolve** communication issues—if your mentor is not responsive after two attempts over 2–3 weeks, contact Andy Gustafson—Lacrosse Faculty Partner. dag7@psu.edu or 8630-9793.
  - › **Thank** your mentor for the time they have given to you and for their advice throughout the year.
- › **Maintain** frequent communications—students have shared that monthly interaction works well.

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### Conversation Starters

#### Discussion Topics & Questions for Your Mentor

**1. Your Backgrounds**

*Share your story (life before Penn State, why you chose Penn State, family, hobbies) and get to know your mentor's story*

**2. Selecting a Major**

*Share majors that you are interested in with your mentor*

- What are key factors that I might consider when deciding my major?
- How did your major influence your career path?

**3. Understanding Career Paths**

*Share your career aspirations, if known*

- Can you tell me about your career path?
- How much went as planned and how much didn't?
- How did you proactively advance your career?
- What career advice do you wish you had received when you were in college?

**4. Understanding Industries and Companies**

*Share industries and companies you are interested in*

- What are the current opportunities, challenges, and trends in your industry/company/professional area?
- Are there central locations for this industry (for example, in the northeast, California, Georgia...)?
- What positive and negative experiences have you had in your industry?

- How long have you been with your company? What is the culture like? Do you have any tips for how to learn about a company's culture before accepting the job?

- What qualifications and expectations are required for an entry-level position in this industry/company versus your position?

**5. Leadership**

*Share various leadership opportunities you have had (leadership roles in clubs, class projects, etc.) to help frame your responses to future interview questions*

- How do I demonstrate leadership if I'm not a leader in a group or organization?
- What steps can I take to develop leadership skills?
- What leadership roles did you hold as a student?

**6. Extracurricular Involvement**

*Share extracurricular activities that you are involved in*

- How do I balance extracurricular activities without jeopardizing my academic performance?
- What activities might help me gain exposure to the professional area that I'm interested in?

**7. Cover Letter & Resume Review**

*Share your cover letter and resume with your mentor and ask for feedback*

- What does my cover letter convey about my interest in their company and the position I'm applying for?

- What does my resume convey about my skills, strengths, and accomplishments? Is there anything that could be clearer?
- What do you think sets apart one resume from another?
- How do I modify these documents for specific positions?

### **8. Identifying Internship & Full-Time Job Opportunities**

*Share job experiences that you've had and the type of internship or full-time job you would like*

- When should I begin my internship or full-time job search?
- Other than the resources available to me at Penn State, how can I identify internship opportunities? Full-time opportunities?
- What did/do you find most helpful when searching for an internship or full-time job?

### **9. Building a Personal Network**

*Share your LinkedIn profile and/or discuss how to build a beneficial list of connections*

- Discuss social networking-etiquette and social media professionalism
- In the beginning of your career, how did you build your professional network?
- What changes would you make if you had to do it again, and what techniques have proved to be most effective?

### **10. Researching Companies for an Interview**

*Share your experience researching a company, if you have any*

- What are some techniques to research a company?



- What aspects of a company should I be researching?
- What are the benefits of spending time to research a company? Can you share how research made a difference in an interview or selecting a job?
- Are there any resources/websites that you can share? Are there company profiles sites, industry resources, or professional organizations that might be helpful?

### **11. Interview Preparation**

*Share your interview experiences and any upcoming interviews*

- Schedule a mock interview on campus and discuss your experience with your mentor
- Discuss tips for greeting the interviewer, dress code, other do's and don'ts
- What type of interview questions would you ask me after looking at my resume?
- What are some traditional and unusual questions you've been asked in an interview



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- How do I prepare for competency-based interviews? What stories should I tell?
- What types of questions should I be prepared to ask the interviewer?
- What steps should I take to follow up on an interview?

### **12. Accepting & Negotiating Internship or Full-Time Job Offers**

*Share your experiences with accepting and negotiating an internship or job.*

*Share any concerns you may have*

- Is it acceptable to request adjustments to an offer? How do you approach requesting adjustments?
- What if I have one offer, but the job I really want has yet to extend an offer?
- What is the appropriate way to decline an offer?
- Can you share your experiences with accepting, negotiating, and rejecting an offer?

### **13. Transitioning to the Workplace**

*Share your concerns about the college to career transition*

- What experiences stand out from your college to career transition?
- What are the attributes of someone who shows success in the workplace, in general, and when they first start their job?
- What if my job is boring and I feel I could handle more or different work?
- Is the use of social media accepted in the workplace?
- Do you have any tips or experiences to share about managing relationships with co-workers?

### **14. Workplace Experiences**

*Share your workplace experiences from internships or other jobs*

- Tell me about an experience (good, bad, or ugly) that impacted you at work; what were the key insights you learned?
- How do you manage your work/life balance? Does your employer offer much flexibility?

### **15. Other Life Experiences**

*Share accomplishments or experiences that have impacted your life or future plans*

- What are some of your accomplishments or experiences that have been impactful? (Good, bad and ugly – moving to a new area, establishing new friends and connections, travel experiences, choosing between an apartment and buying a house?)
- What are some goals that you set for yourself outside of work?

# Support Services at Penn State

*Your mentor is going to be a great real-world resource for you, but it is also important to take advantage of on-campus and online tools available to you. Share your learnings from your experience using on-campus resources with your mentor; they will likely offer added insights.*

## **Penn State Career Services**

This office is available to all Penn State majors. Career Services is best utilized when a student is unsure of their major choice or career path. If additional support is needed with resume review and/or mock interviews, Career Services can also help.

Bank of America Career Services  
Center 814-865-2377

[\*studentaffairs.psu.edu/career/\*](http://studentaffairs.psu.edu/career/)

## **HUB Student Organization Office**

The HUB has a list of leadership programs students can participate in.

103 HUB-Robeson Center  
814-863-4624

[\*studentaffairs.psu.edu/hub/leadership/programs.shtml\*](http://studentaffairs.psu.edu/hub/leadership/programs.shtml)



