

YOUTH CAREER CONNECT

MENTORING PROGRAM TIP SHEET

Mentoring

- Mentoring – Includes one-on-one, group, and/or service-based mentoring in which program participants are matched with adult mentors in the selected high-growth H-1B industry(ies) or occupation(s). Mentors should have frequent contact with program participants over a prolonged period of at least one year and should provide guidance in navigating their identified career pathway.
- A mentor's role is to provide guidance, support and encouragement, while maintaining appropriate boundaries and assisting their mentee with improving their own decision making abilities, behaviors and attitudes.

Recruitment

- Establish a marketing plan and develop materials that demonstrate the benefit to the mentor and the mentee, such as:
 - Looks good on a resume, establishes leadership qualities, invests in the future career opportunities and develops a talent pipeline
- Reach out to employer partners and identify existing mentorship programs currently in place.
- Organizations to recruit mentors:
 - Chamber of Commerce
 - Colleges and Trade Schools
 - Economic Development Councils
 - Human Resource Groups
 - Local Chapter of Industry Associations
 - [Rotary Clubs](#)
 - [United Way](#)
 - [Workforce Investment Boards](#) (Workforce Development Boards)

Mentor Training

- Standardize the training process for all mentors and include the following:
 - Application – The more information you gather the better the match will be.
 - Guidelines – Provide detailed guidelines to assist with clarifying their role.
 - Expectations – Thoroughly outline time frame, commitment, schedule etc.
 - Objectives – Provide mentors with objectives of the project and the mentoring component.
- Background checks should be conducted on every participant with suggested guidelines:
 - Department of Justice Fingerprinting and Background-National Database, lifetime data
 - Make sure it is current, ideally completed within the last 3–6 months
 - Utilize existing background screening process within your school or organization to expedite the process take advantage of lower negotiated costs.
 - Work with local law enforcement partners or Community Resource Officers.
- Provide a list of recommended activities, discussions, projects or tasks to be accomplished during mentor meetings.
 - Examples: Resume Building, College Application Process, School Projects, Community Service Projects, Job/Internship Search Process, Workplace Etiquette, etc.

Parents/Guardians Engagement

- Parents and family members can be a valuable resource! Include them in the process from start to finish. Provide an orientation for parents/guardians to the overall project and the purpose behind the mentoring component. Provide a program contact to answer any questions or concerns that may come up.
- Provide opportunities for parents/guardians and mentors to meet with one another, for example:
 - A mixer, recognition event, or community service activity
- Send parents/guardians their child's mentor contact information along with an expected schedule for meetings that includes time, location and days of mentoring activities.
- Some parents/guardians may be interested in being mentors for other students or their company may have a similar project.

Participant Engagement

- Mentoring should be seen as attraction rather than promotion.
 - Provides networks and connections in the job market that others may not have
 - When talking with students about mentoring, market it as an opportunity and not an obligation.
- Incentives can encourage participants who may be resistant to the idea to continue to work on the mentor/mentee relationship, be creative this doesn't have to involve costs.

Mentoring Locations

- Mentor activities should take place in a public setting during reasonable hours.
- Provide a list of appropriate meeting location options for mentors, examples include:
 - School, Worksite, YMCA, Public Library, Boys and Girls Club, Local College Community Room or your own Community Area
- Utilize community centers and other partner agencies that might have meeting areas available after business hours to accommodate the mentor and students schedule.
- Consider designating staff to be present at specific meeting locations to be available to the mentor and student during their mentoring time, especially if the venue is off site.
 - This may involve having mentoring staff work a flexible schedule to accommodate the after-school hours.

Follow-Up and Retention

- It is a good practice to have the mentor coordinator or other staff member perform follow-up, such as surveys, emails, and phone calls with the mentors and mentees.
- Recognize mentors for their commitment and dedication.
 - Feature them in your newsletter
 - Send a letter of commendation to their boss
 - Host semi-annual or annual recognition events
 - Provide awards donated by local business or other partners
- Alert the media! Invite media to visit your program and encourage them to publish articles before and after the event.
- Provide highlights on your website or in other industry or local publications.

Additional Mentoring Resources

- www.findyouthinfo.gov
 - Find Youth Info was created by the Interagency Working Group on Youth Programs (IWGYP), which is composed of representatives from 18 federal agencies that support programs and services focusing on youth. The IWGYP promotes the goal of positive, healthy outcomes for youth.
- www.mentoryouth.com
 - MentorYouth.com exists to enlist, encourage, equip and empower adults in the church and the community to become mentors to young people.
- www.ncwd-youth.info
 - NCWD/Youth is your source for information about employment and youth with disabilities. Our partners — experts in disability, education, employment, and workforce development — strive to ensure you will be provided with the highest quality, most relevant information available.
- www.mentoring.org
 - MENTOR: The National Mentoring Partnership (MENTOR) is the unifying champion for expanding quality youth mentoring relationships in the United States. For nearly 25 years, MENTOR has served the mentoring field by providing a public voice, developing and delivering resources to mentoring programs nationwide and promoting quality for mentoring through standards, cutting-edge research and state of the art tools.
- www.youthmentoring.org
 - Youth Mentoring Connection's mission is to awaken at-risk youth to their power, unique gifts and purpose by matching them with caring adult mentors and placing that "match" within a structured group dynamic that provides the resources youth need to reach productive, conscious adulthood.