



Dear Career Mentor:

Thank you for your interest in the ORU Career Services Mentor Program! This program has been designed to connect ORU undergraduate and graduate students with professionals in their respective career fields of interest.

Goals for this program include (but are not limited to):

- ❖ Refine student's understanding of your industry and type of position as well as instruct students about other potential careers they may have interest in and/or an aptitude for.
- ❖ Allow students to ask questions about your professional experience, personal insights and on-the-job know-how in a no-pressure environment.
- ❖ Provide guidance for student's current major(s) and future education/training based on their professional goals.
- ❖ Assist students in building solid networking skills.
- ❖ Partner with the student to meet mutual goals defined at onset of mentor/mentee relationship.

As a member of this program mentors will be expected to:

- ❖ Represent your career, degree area and industry reflecting your profession's strengths and challenges.
- ❖ Introduce the student to your company or industry and serve as a representative for your employer. (This *may* include a day or half day of shadowing you at your job.)
- ❖ Maintain regular contact with your mentee (at least once or twice a month for one or two semesters as you agree to with your mentee and as your schedule allows) and respond in a timely manner.
- ❖ Spend at least one hour a month building a relationship with your mentee.
- ❖ Identify common goals with your mentee based on your experience, their professional goals, and your availability.
- ❖ Discuss your mentee's needs, define goals, assess progress, and celebrate accomplishments.
- ❖ Communicate your expectations for the student's initiative.
- ❖ Contact the student within one week of receiving notice of the student's interest.
- ❖ Let the Career Services Director know about any difficulties or problems that may arise.

A Registration Instruction sheet is available through ORU Career Services or online at www.orugoldenhire.com to help you get started with this program.

Questions? Contact ORU Career Services at (918) 495-6912 or by email at careers@oru.edu.