

MENTORSHIP PROGRAM

Individual Meeting #2 | Guidelines



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The new year has arrived, and it's time to start planning your career. Meeting objectives might include:

- Discussing short-, mid-, and long-term professional aspirations and strategies for achieving them
- Having the Mentor provide a resume critique if new career directions are on the horizon

Each Mentor and Mentee pair is welcome to **customize** activities to meet individual needs.

DATE AND LOCATION

In February, schedule a preferred time, duration, and location for getting together in a one-on-one setting. Example locations:

- Mentor's Office
- Coffee Shop
- Restaurant
- Library

DISCUSSION QUESTIONS

- Who are the people you most admire? What is it about them or their careers that attract you to them? Is there something about what they have or do that you want for your career vision?
- Do you feel as though you have a unique strength or calling? How can you align your career so you are leveraging this asset or responding to this interest in a way that will fulfill you?
- What's the one activity you most enjoy (e.g., interacting with people, crunching spreadsheets)? Is it a main part of your job?
- At the end of your career, what do you want to be the main career highlights and the types of impacts you left with the people you worked with?

EXERCISE

- How do you define career success? Are you achieving some level of success in your current job or internship? What position will help you achieve complete success?
- Where would you like to be in your career in 5 years? In 10 years? In 30 years?

THE BEST PRIZE
THAT LIFE HAS
TO OFFER IS THE
CHANCE TO WORK
HARD AT WORK
WORTH DOING.

Theodore
Roosevelt

Looking Ahead

The third and final individual meeting is planned for April. Each pair will want to discuss the type of activity for the next gathering:

POTENTIAL LOCATIONS

- APA, SPUR, ULI Event
- Local Jurisdiction's City Hall
- Mentor's Place of Work

POTENTIAL ACTIVITIES

- Attendance at professional development event or public meeting together
- Tour of Mentor's workplace
- Job shadowing for half a day
- Mock interview

Questions have been modified from UC Berkeley's Human Resources Department at: <http://hr.berkeley.edu/node/4591>