PROGRAM INTRODUCTION

Welcome to TeamUP! Through this program, you will gain access to an experienced business professional that can provide real-world advice on your academic and career choices, as well as long term perspective on being a responsible business professional.

A professional mentor is someone who may be doing what you think you would like to do when you graduate. They come from a variety of academic and professional backgrounds and many are Rutgers Alumni. Despite this diversity of backgrounds, they all have one thing in common – they are interested in helping YOU make the most of your time here at Rutgers and facilitating your transition from business student to business professional.

All of the students and mentors in this program are here because you chose to be here – so make the most of it! Every mentoring relationship will be different, and what you gain will depend on your own personal goals and objectives, as well as the investment that you make in the program. Your mentor can help you to explore your choice of majors, the potential for graduate school, work-life balance, effective networking and job search strategies, and how to be a responsible and contributing member of society.

Other potential benefits of being involved in the teamUP program include:

- Advice and assistance on academic questions, career options, life beyond college, and more.
- Access to the teamUP network and networking opportunities and the opportunity to start building your own professional network
- Opportunities to practice and strengthen your professional communication and presentation skills.
- Hands-on learning opportunities and access to professional resources
- Help in defining personal and professional goals, and the strategies to achieve them
- Development of a life-long friend and connection in the business world.
PREPARATION

To prepare for your first contact with your Professional Mentor, we ask that ALL teamUP students create a Professional Resume, write a brief Personal Statement, and identify your Mentoring Goals for the year. These documents will help you describe you to your mentor and give him/her a better idea of what you want from the program.

Work with the Career Management Office to get your resume reviewed as soon as possible.

Prepare a brief personal statement that you can draw from at your first meeting. This statement should tell your mentor a little bit about who you are as a person, provide some insights into your background, strengths/weaknesses, passions and values. Some things you might want to include are:

- Information about your family, where you’re from, key turning-points in your life
- Why you decided to come to Rutgers Business School
- What else are you involved in? List extracurricular curricular activities, hobbies and interests

Next, think about ways to achieve the objectives of the program. How might you reach your mentoring goals?

Finish the statement, “I would like my mentor to help me with...” It might be helpful to think about where you are now, where you’d like to be at the end of the year or semester, and what things you need help with to get there. Some possibilities include:

- Professional Knowledge or Skills, e.g., better understanding of the different careers in accounting.
- Stronger networking skills, insights into the corporate culture of an industry or firm, suggestions for resources to be better prepared for your job search
- Experience and Practice, e.g., shadowing your mentor, attending a meeting, conference, or business/social event, practicing your “elevator pitch” and interview skills, phone interview etiquette and practice.
- Clarifying Your Goals, e.g., working through questions, real-world insights, help with creating your personal “strategic plan”
- Connecting/Relationship Building, e.g., networking strategies, use of online resources, recommendations for resources, help with introductions/informational interviews
**USE SMART GOALS**

Use the “S.M.A.R.T Goal-Setting Worksheet” to come up with at least 2-3 goals for the year. Review and revise with your mentor to make sure they meet the S.M.A.R.T. goal criteria:

- **Specific** – Is your goal well-defined enough to be understood by your mentor?
- **Measurable** – How will you know when you have made progress or achieved your goal?
- **Achievable** – Do you have the resources to achieve your goal?
- **Relevant** – Is it meaningful and valuable to you personally or professionally?
- **Time-limited** – Do you have a deadline or phases for achieving/reviewing the goal?

**KEYS TO MENTORING SUCCESS**

The following are ideas and suggestions for a successful mentoring relationship. Remember, it takes time to build a reciprocal, trusting relationship, and every mentor-mentee relationship will be unique based on the personalities, goals, and experiences of the student-mentor pair. If you and your teamUP mentor commit the time and energy to build a solid relationship, we are confident your mentoring experience will be an enjoyable and rewarding one!

- Take responsibility for your own growth and success by being reliable in contacting your mentor regularly and following-up on your commitments.
- Maintain a sincere interest in developing a personal relationship with your mentor. Do not only call when you need help or have a problem.
- Ask a lot of questions – find out what opportunities presented themselves to your mentor, what choices he/she had to make, what do they regret doing or not doing. In other words, what do they know now that they wish they knew at your age?
- Take initiative and be clear about what you want. Put some “skin in the game.” The best professional or personal development is what your commit to achieving yourself, not what someone forces on you.
- Make the relationship a priority- take advantage of this opportunity! Look at your mentor as someone who wants to make a difference and can really help you from a business linkage perspective.
- Show your appreciation. Send a thank you email or note for their time. Let them know what you are learning and how they have helped you.
- Go in with a genuine interest, not an agenda. Recognize that mentoring is a two-way street. Find ways to involve your mentor in school or club activities, share your thoughts and experiences. The relationship should be a symbiotic one (not parasitic!).
- Ask thoughtful questions and don’t be overly focused on the job search. Think about what you need to do to be successful in broad terms. Take the opportunity to learn about a range of things and expand your horizons.
• Be willing to take risks and push your boundaries – if something is uncomfortable, all the more reason to do it. Think about jobs/internships as opportunities for learning and personal growth – don’t be too narrowly focused.
• Be respectful of your mentor’s time and resources. Use their time wisely, be prepared for your meetings, and respond promptly to communications, follow-up on your commitments. Practice good professional courtesy at all times.
• Be persistent and patient. If you don’t hear back from your mentor, try again. Realize that they may be travelling or it may be a particularly busy time for them. Don’t give up and don’t take it personally.
• Be open and honest. The better your mentor understands you and your interests, the more they can do to help.
• Be positive. Be willing to see other perspectives and accept feedback constructively.
• Be trustworthy and able to maintain confidentiality.

WHAT TO WATCH OUT FOR

We hope that you will avoid these pitfalls in your TeamUP mentor-mentee relationship. If your partnership does not seem to be working out for some reason, think about how you might address the problem or come see us for help.

Based on mentoring research, common reasons a mentoring relationship may not be successful include:

• Poorly executed first meeting
• Unrealistic expectations
• Unclear goals
• Lack of commitment
• Lack of structure regarding meeting times
• Insufficient follow-up and closure on goals
• Breach of confidentiality

YOUR FIRST MEETING

Objective: The first meeting is about making a connection with another person. Make sure you set aside the time to really listen and learn about each other in order to establish a solid foundation.

Who is Responsible? TeamUP Students are responsible for reaching out to their Mentors to schedule the first meeting. All students receive their mentor’s name, contact information and brief description when they enter the program. Please contact the Assistant Dean for Mentoring programs if you are unable to contact your mentor.
Where? Have your first meeting (or conversation) in a place that is comfortable for both the student and the mentor, and where you can have a reasonably quiet, uninterrupted conversation. Maybe meet on campus (for Executive MBA mentors only) or for lunch or coffee at a convenient restaurant. It’s nice to keep the first meeting informal, so you can get to know each other in a relaxed setting and neither person feels “on the spot”.

What? Before the first meeting, all student Mentees should have prepared the following to review with their mentors:

- Who am I? – A brief “personal statement” about their background, important influences, accomplishments and aspirations (career and otherwise).
- I would like my Mentor to help me with… – Two to three Mentoring Goals for the year. This may range from very general ideas about “advice on internship search” to specifics skills and experience (e.g., improving my networking skills, refining my resume and interview skills, etc.)
- Professional Resume – You should plan on sending this to your mentor in advance of your first meeting/discussion.
- You may also want to review the teamUp Mentoring Agreement) with your mentor at your first meeting. This agreement is intended to help you and your mentor clarify your roles and expectations and provide a solid foundation for your partnership.

ACTIVITY IDEAS

The following provides a range of ideas for activities that TeamUP students and mentors may want to engage in their 5 month relationship. It is not intended as a comprehensive list that you need to complete as part of this program, but rather a starting point and basis for discussion and planning as you create your own agenda and develop your own unique mentor-mentee relationship.

- “Get to know you” Questions - Describe your “ideal” first job as specifically as possible. Who are your role models and why? What have you liked/disliked about previous jobs? What are you good at/think you are good at?
- What is your biggest fear? Write responses and review these together.
- Resume Review – input from your mentor and/or an HR professional at their company, consider tailoring multiple resumes for different interests
- Professional Communications – email and cover letters, how to send an email that will get noticed, who is the right person to contact for a request
- Business “Mindset” –what journals, blogs, reference materials would be helpful and relevant for your interests?
- Discuss articles, current events in business. Are there professional associations or clubs you might want to consider?
• Other “Soft-Skills” Development – advice on networking skills, business etiquette, appearance, agenda preparation, meeting planning and note taking, thank you notes/follow-up
• Social Media – What tools to use and how to use them appropriately, help in developing a LinkedIn profile, learn how to make business connections on LinkedIn
• Brainstorm Careers in Your Field - What options are out there for an accountant, finance major, marketing or management major? Ask mentor to share a list of job titles in their company or of their colleagues in the business that a student in that area might pursue. What are pros/cons from personal and professional perspectives? What positions/titles seems interesting or like a good fit?
• Self-/Career-Assessment – A variety of assessment tools provide insight into what types of careers/positions are a good fit for your interests. Ask your mentor if he/she has ever taken one (Myers-Briggs, Strong Interest Inventory, etc). Discuss the results and their implications (perhaps related to the job list above).
• Practice and Give Feedback – Prepare for a variety of different types of interviews, professional meetings.
• Engage in a Project or Event – Student could potentially be involved in a current project the mentor is working on, e.g., focus group, survey, new product ideas. Go with your mentor to a professional association meeting or industry conference or event.