



2024-2025 Mentoring Program



Mentor Guidebook

MENTORINGMOMENTS



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WELCOME TO THE MENTORING PROGRAM!

Thank you for volunteering your time to mentor a student!

GOAL

Mentoring allows professionals in leadership positions and students to build partnerships. The program provides students with opportunities to build a network and develop professional skills. Mentors provide guidance as students examine career choices during the academic year.

HISTORY

Senator Grace L. Drake founded the Mentoring Program under the Ohio Center for the Advancement of Women in Public Service. Since its inception, the program has helped hundreds of students by matching them with public and nonprofit sector leaders.

GUIDELINES

This guidebook will provide you with the parameters and expectations for the mentoring relationship. The program offers flexibility to create a partnership that's best for you and your student and the personal goals you have set for the program.

DELIVERY PLATFORM

The 2024-2025 Mentoring Program will consist of six in-person events. This is subject to change based on current conditions and the Center will continue to evaluate the situation. Mentors and mentees have the option of meeting virtually or in person.

BENEFITS OF THE PROGRAM (FOR MENTEES) INCLUDE..

- Acquiring networking experience;
- Developing a clearer understanding of career opportunities;
- Gaining career-related advice and support;
- Learning the ins and outs of a work environment;
- Sharpening and learning new skill sets;
- Refining communication skills;
- Building self-esteem and confidence;
- Developing lifelong friends and connections;
- Accessing a network of program alumni and professionals;
- Improving academic performance.



ROLES, RESPONSIBILITIES, AND EXPECTATIONS

The partnership between a mentor and a student is built on a foundation of trust, respect, and professionalism. As a leader in your organization, we know you possess the necessary skills required to establish a close relationship with your student. With your leadership experience, you will be a great mentor!

Mentoring Program Coordination

Center Staff provides the following coordination to facilitate the mentoring relationships:

- Recruit, interview, and match mentors with students;
- Introduce the mentors and mentees;
- Provide a copy of the guidebook for mentors and students;
- Provide onboarding videos for both students and mentors;
- Host an in-person welcome session for students and mentors;
- Host multiple in-person events (i.e. welcome sessions, networking opportunities, career exploration programs, resume reviews, etc.)
- Track and assist participant activities via email, Blackboard, meetings, phone/Zoom calls, and surveys;
- Evaluate the program upon completion.



Expectations of the Mentor

As a mentor, please keep in mind the following throughout the program:

- First, picture yourself as a student – what would you like to gain from this experience? How can we create a special experience for both parties?
- The formal mentoring relationship takes place within the course of the academic year. Attempt to include your student in as many work activities as you possibly can (i.e. board committee meetings, check-in meetings, networking opportunities, professional events, webinars, etc.);
- Please have a conversation with your mentee to explore meeting options. You are allowed to meet in person, virtually, or a combination of the two. It is up to the discretion of each pair;
- Introduce your mentee to your team;
- Try to return email and phone calls in a timely manner. We know you're busy, but we'd like for you to meet with your mentee **at least once a month**;
- Offer constructive criticism in a positive way;
- Help your student understand the best times during the day to communicate with working professionals;
- Serve as an advocate and guide the student to achieve his or her goals;
- Demonstrate professional conduct and proper virtual etiquette;
- Part of the mentoring process is for you to share career knowledge and the ways in which you got started in your career;
- Be mindful of each other's privacy! Please try to wear headphones for the duration of your virtual meetings;
- Although your student is in charge of reaching out, please be mindful that a few students may be little shy and need encouragement during the initial weeks;
- If possible, please reach out to your mentee before the first event.





How to make the most out of your meetings

- Grab a cup of coffee together on a set day each month and catch up. Virtual coffee chats are great, too!
- Invite your mentee to sit in on webinars, conferences, meetings, work events and more.
- Make your time together more interactive and productive by utilizing tools like the poll feature on Zoom to get to know one another, or by discussing each other's goals.
- Set up a time to review your mentee's resume.
- Attend a CSU or a community event together! And, set aside time to debrief after.
- **Be creative! Have fun, stay safe, and make this experience worth remembering!**



THE 2024-2025 MENTORING PROGRAM SCHEDULE OF EVENTS

All events (aside from the celebration) will be held from 4-6 pm at CSU'S Levin Atrium. Students are required to attend all events.

*End of October/Beginning of November:
Mentors will be contacted and paired with mentees.*

WELCOME SESSION

Wednesday, November 13th:
In- Person Session at Cleveland State University

Dinner will be served at the in-person welcome session.

*Please RSVP via the designated Google form.

This will serve as your chance to get to know the program, as well as meet other mentors and students in this year's cohort.

Wednesday, December 11th:
Career Exploration (In Person: Cleveland State University)

Select mentors will speak to students about their careers and answer any questions they may have.

EVENTS (CONTINUED)...

Wednesday, January 22nd:

1:1 Speed Networking (In Person: Cleveland State University)

Students will deliver their elevator pitches to mentors (1:1).
Mentors will provide feedback.

Wednesday, February 26th:

Resume Review + Headshots (In Person: Cleveland State University)

Students will share their resumes.
Mentors will provide feedback. Students will have the opportunity to
have a professional headshot taken.

Wednesday, March 26th:

Job Fair (In Person: Cleveland State University)

Mentors and mentees will have the opportunity to participate in a
job fair. More information to come.

EVENTS (CONTINUED)...

COHORT CELEBRATION

Wednesday, April 16th:

(In Person: TBD)

Join us to celebrate the end of the academic year.
Heavy appetizers will be served.

Location: TBD

Time Frame: TBD

Address: TBD

**Students are required to attend all events unless they have a class conflict. Mentors are encouraged to attend as many events as they can.*



Note: Step Outside your Comfort Zone!

Use these events as an opportunity to broaden your professional network and interact with your fellow cohort members! Take inspiration from the 2019-2020 cohort, where four mentors with similar professional experience and students who shared common interests formed an environmental team! The group put together discussions and meetings, allowing students to apply academic concepts to real-world experiences.

Read more about the group here: <https://urban.csuohio.edu/news/cpnms-environmental-mentoring-team-inspires-students-through-collaborative-effort>

*(Pictured Right)
Quasar Energy
Facility Tour
(2020)*



*(Pictured Left)
Akron Recycling
Facility Tour
(2018)*

RESUME CRITIQUE

Please Note: Students have access to CSU's Office of Career Development and Exploration for additional resume writing help. We are requesting the mentor's guidance as a professional in the student's field of interest to review their resume. The goal is to help the student prepare a complete and focused picture of their employment possibilities.

Resume Critique Questions



1. Is the resume easy to read and appealing to the eye?
2. Does the resume have any misspellings or typos?
3. Is the resume exciting with action verbs that jump from the page?
4. Is there unnecessary data on the resume that distracts field qualifications?
5. What accomplishments are not properly captured on the resume, if any? Add if so.
6. Are there any critical sections that are missing or lacking important information?
7. What is the candidate missing either on the resume or in their skill set/background?
8. Are the sections placed in the best order to highlight the student's credentials?
9. Is the resume targeted to a specific career goal instead of a one-size-fits-all document?
10. What are the main questions candidates should address regarding their resume?



CENTER CONTACT INFORMATION

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***Please reach out to Rob with any questions.**



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***Kat will serve as the primary contact. Please reach out to her with any questions.**



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**Students are required to attend all events unless they have a class conflict.
Mentors are encouraged to attend all events.**

If a Problem Arises

Everything presented in the guidebook is purposefully designed to ensure that you are fully prepared to have a successful mentoring experience. Occasionally, issues do arise. As soon as you realize there may be a problem, please try to address the situation **sooner rather than later**. After realizing a problem has occurred, explain the situation to your mentee. If the problem is not resolved, please contact our team. Staff will provide assistance and feedback to resolve the problem.

Additional Resources

Office of Student and Enrollment Services

Phone: 216.687.3884

Email: urbanprograms@csuohio.edu

Office of Career Development and Exploration

Phone: 216.687.2233

Email: careers@csuohio.edu