



2024-2025 Mentoring Program



Student Guidebook

MENTORINGMOMENTS



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WELCOME TO THE MENTORING PROGRAM!

You're about to embark on a journey that's designed to broaden your professional network. In the coming months, you and your mentor will create a meaningful, professional relationship designed to improve your knowledge of your chosen career field. Each relationship is a unique experience, and varies from student to student. This opportunity presents you with a chance to gain valuable information from locally-based experts.

GOAL

Mentoring builds partnerships between high-level leaders and dedicated students. You'll build your network and refine professional skills. Your mentor will provide guidance as you examine your career choice 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 mentor as well as 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 INCLUDE...

- Acquiring networking experience;
- Developing a clearer understanding of career opportunities;
- Gaining career-related advice and support;
- Learning the ins and outs of a workplace environment (Particularly, a virtual/remote 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.



PRO TIP: Set goals at the start of the program and discuss them with your mentor for the most fulfilling experience!



ROLES, RESPONSIBILITIES, AND EXPECTATIONS

The partnership between a mentor and a student is built on a foundation of trust, respect, and professionalism. As a CSU student, we know you possess the necessary skills required to establish a close and meaningful relationship with your mentor.

Mentoring CPNM Team

Center Staff provide 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, monthly Blackboard journals, virtual/in-person meetings, phone/Zoom calls, and surveys;
- Evaluate the program upon completion via Blackboard.

Win a Full Scholarship! 🎓

We're excited to offer a chance to win a full scholarship to either your choice of Public Management Academy or Leadership Academy.

*(*valued between \$2,750 & \$3,200!)*

****How to Enter:****

***Attend All Mentoring Events: Make sure to be present at each session.**

***Complete All Journals: Submit all required journals for each event.**

Every mentee who meets these requirements will be entered into a raffle to win the scholarship. Don't miss out on this amazing opportunity to advance your education for free!



Expectations of the Student

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

- Agree to the program requirements (addressed at the interview);
- Complete an interview and watch the onboarding video;
- Attend the Mentoring Program events;
- Have a conversation with your mentor 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;
- **Initiate and maintain active contact at least monthly with the mentor from October/November-May**, plan the agenda for meetings, and stay focused;
- Cancel and reschedule appointments with your mentor **IN ADVANCE**;
- Contact staff if an issue arises;
- Update your monthly Blackboard journals in a timely manner;
- Keep mentor informed and ask for clarification when needed;
- Share insight and experience with mentor. Potentially help the organization and mentor by conducting research for school-related projects and papers. Your professor and mentor will be impressed;
- Take advantage of the opportunities your mentor provides;
- Research the company/organization of your mentor so you can be well-informed about your mentor's work life;
- **Never discuss salary, nor ask or expect a job/internship from your mentor**;
- Demonstrate professional conduct and proper virtual etiquette;
- Dress as you would if you were going for a job interview;
- Be mindful of each other's privacy! Please try to wear headphones for the duration of your virtual meetings;
- Proofread emails twice (or three times) to ensure that you're using proper spelling and grammar. Please refrain from using slang or inappropriate language in both verbal and written communication;
- In the beginning, you may feel nervous about contacting your mentor, but **remember your mentor is here for support and guidance**;
- Learn as much as possible and various questions pertaining to: the culture of the company, skills, how to balance work/home life, etc.;
- The outcome of your experience will depend on how much effort you put into the program;
- **Mentors believe in the program, and more importantly, believe in you!**

The First Face-to-Face Meeting

Think of major goals or outcomes you want to achieve as a result of your mentoring experience and write them down. Discuss them with your mentor. What do you want your goals to look like? Do you want to learn more about the industry, their experience, and networking? Alternatively, you may be unclear as to what your goals are and can further discuss options with your mentor.

Please remember: Your initial meeting with your mentor will set the tone for the mentoring relationship.

It is important to take out your calendars once you have your meetings set up and set reminders in your phone or calendar to email, call, or meet with your mentor a few times per month.

Mentor Name: _____

Organization: _____

Best time to contact: _____

Primary email: _____

Assistant's phone or email? _____

Best phone number to reach mentor: _____

SUGGESTED MENTOR INTERVIEW QUESTIONS

***Here are a few interview questions you can ask your mentor.
Make sure to do your research on your mentor prior to your first meeting.***

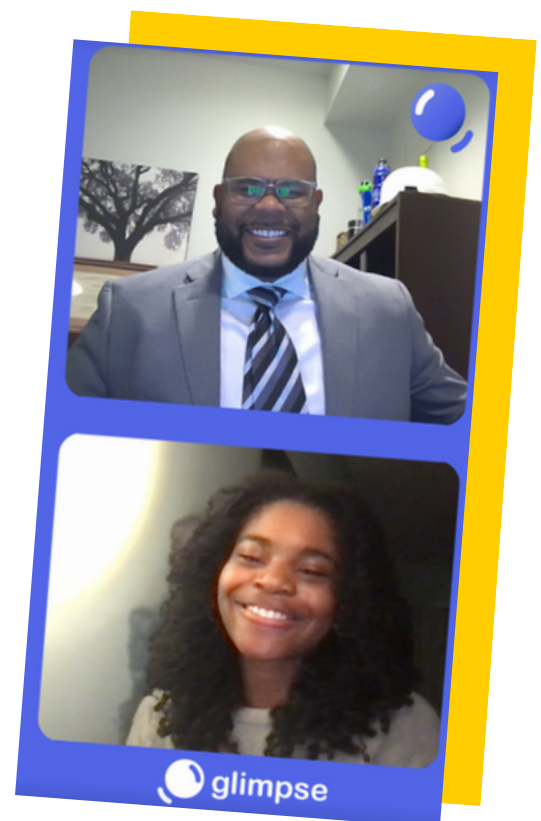
1. Why did you choose your field of interest as a career?
2. What professional organizations or certifications are helpful in your career?
3. Do you have a professional certification, registration, or license?
4. What technical skills do you have?
5. What educational or career advice can you share with me?
6. What do you see as a growing demand or trend in your field?
7. Do you have a mentor? If so, how have they influenced you?
8. To what do you attribute your success?
9. What are your major accomplishments?
10. How do you measure your success?
11. What is the most fulfilling part of your current position?
12. What is your self-described management or leadership style?
13. How has your position changed from when you first started?
14. What is your favorite part of the job? Least favorite?
15. Does your organization hire people with a degree in my related field?





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!
- Ask your mentor if you can 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 with your mentor to review your resume.
- Attend a CSU or a community event together! And, set aside time to debrief after.
- **Be creative, have fun, 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 be 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: As a student, you 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 your field of interest to review your resume. Please provide your resume and this sheet. The goal is to help you prepare a complete and focused picture of 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

Robert J. Ziol

Director, Center for Public & Nonprofit Management

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



Kat L. Hollo

Assistant Director, Center for Public & Nonprofit Management

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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 designed to ensure you are fully prepared to have a successful mentoring experience. Occasionally, problems 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 mentor. If the problem is not resolved, contact the Center and speak with us. 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