

### Mentor Circles Handbook

#### Mentor Expectations

- Complete the [Mentor Circle Host Application](#).
- Discuss your circle topic and your interest hosting a one-time or repeating Mentor Circle on the platform with the [Northwestern Network Mentorship Program](#) administrator via a phone call meeting.
- Once your Mentor Circle has been confirmed, email the program administrator the following:
  - Date, time, and location for the meeting(s). Circles must be at least two months in the future to give people time to register.
  - A topic for the Mentors Circle and a title for the circle. The title should describe what will be discussed during the circle. For example:
    - Breaking Into the Entertainment Business Mentor Circle
    - Engineers in the Business World Mentor Circle
    - Mentor Circle: the Pharmaceutical Industry
  - Decide whether you would like to invite student mentees or alumni mentees to participate in your Mentors Circle. At this time you have to pick one group or the other – it can only be seen by all students or all alumni, not both.
  - List how many mentees you'd like to have attend the circle (2-8). Most hosts choose to set their registration limit at eight. Registration will close once your registration limit has been reached.
- Once your Mentors Circle has been listed by the program administrator, mentees will be able to register for your circle.
  - You will receive an email once your circle has been filled and registration has closed. At that time you will be able to log into your Mentorship Program account and see information about each mentee who has joined your circle, including their full profile and contact information.
- You are expected to send an opening message to your mentees.
  - You may choose to discuss whatever you'd like in that opening email, but we suggest introducing yourself and setting expectations for the circle. What will you discuss? Will there be an activity like a resume review? If you would like to ask the mentees what they hope to get out of the circle, this would be the best time to ask.
- You may correspond with your mentees leading up to the Mentor Circle as often or as infrequently as you'd like. We require at least one check in before the meeting takes place to confirm the details of the circle and confirm their registration (at least two weeks prior to when the meeting will take place).

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## Mentorship Program

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- Some Mentor Circle hosts choose to outline a formal curriculum or plan for their circles. Others prefer that the conversation flows naturally and moves in whatever direction the mentees would prefer it go in; this is up to you. If you would like supporting materials or suggestions for activities, here are a few resources:
  - [Career exploration questions](#) resource
  - [Suggested activities and discussion topics](#) resource
- The platform will send an auto-reminder one day before the Mentor Circle is to take place. It will list the date, time, and location of the meeting as well as your cell phone number so that attendees can reach out to you should they be running late or need assistance on the day of the event.
- On the day of your Mentor Circle, please arrive on time. It is not uncommon that mentees (especially students) are late or even miss the meeting. They are instructed to reach out to you at the phone number you provide if they are running late or need to cancel last minute.
- You are not expected to purchase food or beverages for your mentees. All meetings should take place in a public location such as your office, a coffee shop, or restaurant.
- You will receive a survey asking about your experiences hosting the Mentor Circle within a day or two of the circle. Please share your feedback and suggestions for improvement with us. This helps us make our program stronger and your feedback is always helpful!
- You are not required to reach out to your mentees post-circle. If you'd like to, you can via the platform. Mentees will be encouraged to stay in touch with you once the one-time circle or repeating circles have concluded.
- Your Mentor Circle connection will stay open on the Mentorship Platform under your "Current Connections" section for three months after the Mentor Circle has taken place so that you and your mentees can write to one another should you want to. After the three months has passed, the circle will be closed out in the platform and will appear in the "Past Connections" area of your account. You will still have access to your mentees' contact information.
- Questions? Please email [mentor@northwestern.edu](mailto:mentor@northwestern.edu).

### Mentee Expectations

- Sign up for Mentor Circles that interest you via the [Northwestern Network Mentorship Program](#) platform. Only sign up for circles that you know you are able to attend.
- Because we take event attendance seriously, student mentees are subjected to the following attendance policy:
  - This mentorship circle is hosted in partnership with Northwestern Career Advancement. If you register and fail to attend the circle, you will be suspended from the use of CareerCat until proper action steps have been taken to provide a formal apology to the alumnus who agreed to support your career development.
- You will receive an email once the circle you registered for has been filled and registration has closed. At that time you will be able to log into your Mentorship Program account and see information about your circle host (mentor) and the other mentees who will join your circle, including their full profiles and contact information.
- Your mentor will be asked to write an opening message to you. That should be sent no later than two weeks prior to your circle. Note that your mentor may have special requests for you, such as asking you to prepare a list of questions or bring your resume to the Mentor Circle.
- Before your Mentor Circle, spend some time thinking about what you hope to get out of the circle experience. Feel free to use [this resource](#) to brainstorm questions you may have for your circle host.
- On the day of the Mentor Circle, please arrive on time. If you are running late, call or text your mentor's cell phone number, which they should have provided to you either via their profile in the platform or via message in the platform.
- You are not required to stay in touch with your fellow Mentor Circle participants or host once the circle has taken place. You're encouraged to stay in touch, of course, and to thank your mentor via email or note within 2-3 days of the circle.
- You will receive a survey asking about your experiences participating in the Mentor Circle within a day or two of the circle. Please share your feedback and suggestions for improvement with us. This helps us make our program stronger and your feedback is always helpful!
- Your Mentor Circle connection will stay open on the Mentorship Platform under your "Current Connections" section for three months after the Mentor Circle has taken place so that you can write to the group should you want to. After that time has passed, the circle will be closed out in the platform and will appear in the "Past Connections" area of your account.
- Questions? Please email [mentor@northwestern.edu](mailto:mentor@northwestern.edu).