General Guidelines

- Students should be drivers of the relationships and have an idea of what they would want from a mentor.
  - If students are unsure how to best utilize the relationship, work with your Leader to discuss how to make the most of this opportunity.
- The frequency of meetings is up to the pair to decide; however, we suggest that pairs have regular communications with one another.
- This program is meant to not only serve as a space for professional and career development but that can also support personal development.
- Be patient with one another and know that you both have a lot of other responsibilities, challenges, and feelings on your plate.

Relationship Roadmap

If you are looking for something more structured, here is a checklist of how to get your relationship started.

- **Step 1**: Student sends introductory email to alum within two weeks of match notification
  - Set up first meeting/conversation
- **Step 2**: Have your initial meeting
  - Set expectations for the relationship
    - How often will you meet?
    - What does the Learner want to get out of the program?
  - Set goals/intentions for your mentorship relationship
    - Is there a process the Learner wants guidance through?
    - Is there something specific that the Learner wants to accomplish or complete with their Leader’s help?
- **Step 3**: Connect with Leader/Learner on a regular, pre-determined basis
- **Step 4**: Attend ALL Program event(s)
- **Step 5**: Closure conversation
Directions for Your Relationship

Utilize the list of discussion topics in the Leader and Learner profiles and see where you align. Log in to review your match’s profile. Here are some ideas to guide your conversation:

- **Academics**
  - Navigating Northwestern
  - Providing insight into how to maximize your university education
  - Choosing a major, picking classes, finding extracurricular activities, etc.
  - Pursuit of advanced degree/Applying to graduate school

- **Personal**
  - Navigating relationships
  - Transitioning to life after school
  - Reckoning with a negative undergraduate experience
  - Overcoming imposter syndrome

- **Professional**
  - Sharing insights into different sectors/specialties of your industry
  - Career advancement: negotiation, promotion, managing up
  - Intersection of identity and career
  - Networking/informational interviewing/introduction to others in your field

Reminders!

- Learners should not be directly asking for internships/job opportunities
- Consistent communication is key
- Leaders and Learners should be respectful and responsive to their match

Looking for More Help?

Check out our library of resources:

- Getting Started Guide for Learners
- Getting Started Guide for Leaders
- Setting the Tone for Our Mentorship Partnership
- Mentorship Agreement
- First Meeting Guide for Leaders
- Sample Agenda for Initial Meeting
- Career Exploration: Questions to Ask Your Mentor
- Goal Setting
- How to Be a Good Mentee
- Suggested Activities and Discussion Topics