

## **EARN: Economics Alumni Relationship Network Preparing for Your First Meeting**

Your first meeting with your mentor/mentee is important for setting the tone of your mentoring relationship.

### **During your first meeting there are three major objectives:**

1. Become Acquainted.
  - a. Why did you choose economics?
  - b. For the mentor: What was your educational/career path?
  - c. For the mentee: What are you interested in outside of Economics?
2. Discuss mentor/mentee goals and objectives for participating in EARN.
  - a. Why did you decide to be a part of EARN?
  - b. What are your goals for this mentoring relationship?
  - c. What pressing career/academic needs can we work to address?
  - d. How long do you intend to maintain the mentoring relationship (determine start/end date if applicable)?
  - e. Browse and discuss the feasibility and interest in suggested topics and ideas (below).
3. Establish Communication Expectations.
  - a. How often will you meet?
  - b. In what format will you meet (email, phone, video-conference, face-to-face)?
  - c. When will you check-in after this first meeting?

### **Suggested Questions for the Mentor to Explore with Mentee in Future Meetings:**

*Mentee should be prepared to discuss.*

- What excites you? What are you passionate about?
- What is your biggest immediate fear?
- Who is your role model? Why?
- What types of companies are you hoping to work for?
- Describe your ideal internship/job/company?
- Tell me about your experiences with mock interviews, resume critiques and networking?
- What concerns you the most about applying for internships and jobs?

### **Suggested Activities for Mentor and Mentee to Explore in Future Meetings:**

- Discuss what is needed to be marketable and employed after graduation. Lay out a monthly or yearly plan for the mentee.
- Review mentee resume and cover letter together.
- Help the mentee develop an elevator pitch.
- Discuss the benefits of joining and participating in a professional organization.
- Share, read, and dialogue about relevant magazines and journals.
- Discuss academic challenges the mentee may be having.
- Practice how to make a good first impression and get feedback on professional attitude, presence, attire and conduct.
- Identify, research, and talk about careers of interest to the mentee.
- Connect with each other on LinkedIn, get/provide feedback.
- Share opportunities for further career exploration (possible sharing names of other colleagues with whom the mentee can connect for informational meetings).
- Assist the mentee in searching for an internship.
- Discuss projects and developments in the mentor's company and industry such as:
  - Technology and trends
  - Time management (business vs. personal time)
  - Globalization
  - Competition and marketing
  - Ethics in the work place
  - Diversity
- Take a self-assessment test, such as StrengthFinder and discuss the results and how this can impact career-exploration.