



**CAREER**  
MENTORING PROGRAM

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# WILL

Participate in the Career Mentoring Program for six months

Dedicate a minimum of four hours per month for in-person meetings and correspondence

Guide, support, encourage and lead by example

Advise to the best of their ability and help a Career Mentee with their mentorship goals

Complete an application, join the Talent Network and take advantage of the workshops offered by Career Development

# WILL NOT

Be expected to work in exact field of Career Mentee's interest

Break Career Mentee's confidentiality or share details of mentorship agreement without Mentee's consent

Ignore communication or questions from Career Mentee

Find employment or provide work opportunities for Career Mentee

Help or assist with personal matters unrelated to professional development



# STRATEGIES FOR SUCCESSFUL MENTORSHIP

## **FOCUS**

Set a plan for yourself so that you can work towards goal. Having a particular focus will help guide the direction of your mentorship experience.

## **COMMUNICATION**

At your first meeting establish a communication schedule. Plan your next few in-person meetings and set-up office hours when it is appropriate to call and/or email one another.

## **PROFESSIONALISM**

Reply in a timely fashion. If you are unable to continue in the role as Career Mentor, please notify your Career Mentee and the Program Coordinator, Mentorship immediately.

## **RESPECT**

You will be matched with someone who has valuable skills and experiences. Even if you are paired with an individual who studys/works in a different field, keep in mind that you share a common ground and can learn from one another's experiences.

## **TRUST**

All matters, personal and professional, should be treated as confidential information. If you wish to share a Career Mentee's information, consent must be clearly established between both parties.

# INFO AND RESOURCES

## CAMPUS LIFE

[www.ocadu.ca/campuslife](http://www.ocadu.ca/campuslife)

## CAREER DEVELOPMENT

[www.ocadu.ca/careerdevelopment](http://www.ocadu.ca/careerdevelopment)

## ALUMNI RELATIONS

[www.ocadu.ca/alumni](http://www.ocadu.ca/alumni)

## FINANCIAL MATTERS

[www.ocadu.ca/services/financial-matters](http://www.ocadu.ca/services/financial-matters)

## PRIMARY CONTACT

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