



MENTOR GUIDE

What is the Mentor Program?

The Dahl School of Business Mentor Program is an opportunity for Viterbo's business students to be matched with a professional who serves as a source of advice, insight, and encouragement in preparing for their career. The expectation is for Mentors and Mentees to meet three times a semester with the option to continue in future semesters.

Our aim is to offer an opportunity for students to seek counsel and ask questions related to life as a professional in a safe and supportive context. The Mentor Program will expand upon students' learning through real world applications and discussions and help them grow.

Thank you for volunteering as a Mentor. We greatly appreciate the giving of your time and experience to serve the next generation of business leaders!

If you have not done so already, please complete the following survey.



What Does the Process Entail?

After students complete their program application, you will be matched with a Mentee. We will aim to pair you with a student who is interested in your field, although an exact match is not guaranteed. You will receive an email introducing you to your Mentee in early October including the student's contact information, resume, and personal statement.

You and the student will work together to find a time for an initial meeting. You can meet on campus, at a coffee shop or restaurant, or at another meeting space conducive for conversation. Future meetings may be held online if preferred.

What Should Meetings Consist Of?

At your first meeting, take some time to introduce yourself and your background, and start getting to know your Mentee. A great place to begin is with the student's resume and personal statement they have prepared. The Mentee may come with questions to guide the conversation, or you may refer to the suggestions below.

About You

- Discuss your educational background.
- Discuss the evolution of your career path.
- Discuss your current job responsibilities and work environment.
- Discuss the greatest challenges and/or rewards of your work.
- Discuss lessons you have learned as a leader.

About Your Mentee

- Discuss the student's career interests and goals.
- Help your Mentee set goals if they do not have them already.
- Ask your Mentee about extracurriculars they are involved in.
- Ask your Mentee to describe an accomplishment they are proud of.
- Ask your Mentee what skills they would like to grow or improve.

Other

- Discuss tips to prepare for a job interview.
- Discuss what skills are most valuable to employers in your field.
- Discuss how to develop a healthy work-life balance.
- Discuss the role of culture and values in the workplace.
- Discuss plans for future meetings (best dates/times to reach you, in person or online meetings, follow ups for next time).

For Questions, Contact:

Danielle Rhodes

Corporate and Community Relations Liaison
derhodes@viterbo.edu
608-796-3366