



MENTORING
our
MEMBERS IN TRANSITION



Welcome to our mentoring program for SEPA SHRM members in transition, a program intended to provide support for the career growth of our members, particularly in a challenging job market.

PROGRAM GUIDELINES

- The purpose of this program is to offer 1:1 support during a member's transition and broaden your network. It is not a promise of employment.
- Mentors will provide ongoing support for the Mentee (member in transition), in the form of periodic phone calls, emails, and/or in-person meetings, according to the availability of the Mentor.
- Mentors are NOT expected to provide employment opportunities or network introductions.
- Mentees (members in transition) are expected to take responsibility for their own job search, and to communicate regularly with their Mentor to inform him/her of how the Mentor may best be of assistance. (for example: accountability, job search ideas, a critical eye, career planning, ad hoc advice)
- Both Mentors and Mentees are expected to approach the relationship with commitment & professionalism, respecting one another's time and personal boundaries.
- SEPA SHRM's Workforce Readiness Committee will support both Mentors and Mentees in navigating the relationship and managing the overall program. Naturally, we understand that not every match is perfect. Every effort will be made to find another match if the relationship is not appropriate for the expertise of the Mentor or the needs of the Mentee. If you have questions or concerns, please contact Denise Lantz, VP/Director of Workforce Readiness at sepa-workforce@sepashrm.org.

GETTING STARTED

1. **Connect.** Reach out to your Mentor / Mentee quickly and set up a date & time to meet in the near future (in person or over the phone, whichever is best for both)
2. **Get to know each other.** Your first meeting should include a resume review, LinkedIn/social media review, and a discussion of the Mentee's goals & challenges. You should also use this meeting to clearly establish how the Mentor can be of assistance.
3. **Establish a schedule.** Decide together on the frequency, type, content, and who will be responsible for certain types of communication.

SUGGESTED SCHEDULE:

WEEKLY emails from the Mentee on Mondays recapping previous week's activity and goals for the coming week
AND: EVERY 2 WEEKS an in-person meeting, or a phone call initiated by the Mentor at a regular day & time

4. **Be committed & consistent.** Especially during times of transition, having consistency & structure is critical. Above all, please do your best to honor your commitments to one another, and reach out if you need additional resources. SEPA SHRM is here to help!