



WHERE YOU WANT TO BE

# MENTORSHIP PROGRAM GUIDELINES

# WELCOME

Welcome to the NEXT AVL Mentorship Program. NEXT AVL is designed to pair local university students who hope to live and work in the community post-graduation with working professionals who will offer connection, mentorship, and professional development.

Through this program, students will expand their professional networks and opportunities in Asheville and pursue the NEXT step in their life as a young professional here – in AVL. As a NEXT AVL participant, students will meet with area business and organization leaders monthly, over a 9-month period. The success of NEXT AVL depends on the participants. The relationship between mentor and mentee must be collaborative, engaged, and dynamic.

GOOD LUCK  
as you begin this NEW ADVENTURE!



# THE PROGRAM

## ROLES & RESPONSIBILITIES

This is a formal relationship in which the mentor will guide the mentee in their professional development.

The **mentor** will answer questions, take personal interest in, guide, encourage, and support the mentee. The mentor agrees to meeting monthly – either in-person or virtually – and will follow up as needed.

The **mentee** will set up the first meeting and be prepared to discuss topics they would like to cover and timing for subsequent meetings. The mentee will also initiate discussion regarding professional goals with the mentor.

Both **mentor** and **mentee** will commit to the program and stay connected for 9-months.

## EXPECTATIONS

### MENTOR

- Upstanding and professional in your interactions with mentee
- Enthusiastic and responsive
- Committed to the spirit of the program
- Committed to the content and structure of the program
- Accountable and proactive
- Committed to being in service to the mentee


### MENTEE

- Proactively schedule monthly meetings with mentor
- If there's a scheduling conflict, reschedule with mentor at least 1 week in advance
- If transportation is needed, arrange with the Career Office or mentor at least 1 week in advance of the meeting
- Follow dress code for meetings - business casual, unless otherwise informed by mentor
- Arrive to meetings well-rested, prepared, and at least 5 minutes early

# SCHEDULE

MONTH	1	2	3	4
	<p><b>NEXT AVL Orientation &amp; Reception</b></p> <ul style="list-style-type: none"> <li>• Mentee orientation</li> <li>• Networking and socializing with 2018 cohort</li> <li>• One-on-one meeting                             <ul style="list-style-type: none"> <li>- Review program guidelines</li> <li>- Plan meeting schedule</li> <li>- Discuss preparation for next meeting</li> <li>- Discuss when and where to schedule visit for job shadow during Month 3</li> </ul> </li> </ul>	<p><b>Employer tour</b></p> <ul style="list-style-type: none"> <li>• Review program guidelines</li> <li>• Discuss ideal outcomes of the mentor program</li> <li>• Review career goals</li> <li>• Tour mentor's employer/organization</li> <li>• Finalize logistics for an additional organization tour and job shadow at a different employer aligned with mentee career goals</li> <li>• Confirm meeting schedule</li> <li>• Discuss preparation for next meeting</li> </ul>	<p><b>Additional employer tour, job shadow, &amp; meeting with organization leadership</b></p> <ul style="list-style-type: none"> <li>• Mentor expected to set up tour, job shadow, and 15-20-minute meeting with leadership</li> <li>• Mentee to prepare cover letter &amp; resume and send to mentor 2-weeks before next meeting</li> <li>• Mentor to review and comment on cover letter &amp; resume in preparation for next meeting</li> <li>• Confirm meeting schedule</li> <li>• Discuss preparation for next meeting</li> </ul>	<p><b>Debrief on tour &amp; review cover letter &amp; resume</b></p> <ul style="list-style-type: none"> <li>• Mentee will send cover letter &amp; resume 2 weeks in advance</li> <li>• Be prepared to discuss names of people met during visit and their job functions, any follow-up items that arose, what you learned, what questions came up</li> <li>• Review cover letter &amp; resume for professionalism, clarity, and work experience</li> <li>• Discuss interests and necessary connections for summer internships</li> <li>• Prepare to attend Spring WNC Career Expo</li> <li>• Begin to look ahead in schedule and choose a networking event to attend together</li> <li>• Confirm meeting schedule</li> <li>• Discuss preparation for next meeting</li> </ul>
TIME	2-3 HOURS	1 HOUR	1-2 HOURS	1-2 HOURS

TOTAL TIME COMMITMENT: 10-15 HOURS

5	6	7	8	MONTH
<b>Mock Interview</b> <ul style="list-style-type: none"> <li>• Mentee meets at mentor's office for a 15-20 minute mock interview</li> <li>• After mock interview, discuss observations, insights, and opportunities for improvement</li> <li>• Choose networking event to attend together – be sure event is aligned with student career interests</li> <li>• Revisit and follow up on interests and necessary connections for summer internships</li> <li>• Discuss preparation necessary to attend Spring WNC Career Expo</li> <li>• Confirm meeting schedule</li> <li>• Discuss preparation for next meeting</li> </ul>	<b>Networking 101</b> <ul style="list-style-type: none"> <li>• Discuss how to network (in-person and online), the do's and don'ts of networking, and why it's important</li> <li>• Confirm meeting schedule</li> <li>• Discuss preparation for next meeting</li> </ul>	<b>Attend a community and/or networking event</b> <ul style="list-style-type: none"> <li>• Attend event together</li> <li>• Confirm meeting schedule</li> <li>• Discuss preparation for next meeting</li> </ul>	<b>NEXT AVL closing reception (May 2019)</b> <ul style="list-style-type: none"> <li>• 2018 cohort networking and socializing event- details to come</li> </ul> 	ACTIVITY & OUTLINE
1 HOUR	1 HOUR	2 HOURS	2 HOURS	TIME

# FAQ'S

## How are meetings conducted?

Mentors and mentees can meet face-to-face or virtually, but should meet for a minimum of one hour, once a month. The mentee is responsible for arranging meetings, preparing the agendas based upon the curriculum and schedule, and any other pre-meeting work. This will ensure that the discussions touch on the topics that matter most to the mentees.

## What happens once the official year is up?

You may continue an unofficial relationship if both parties agree. Mentors will be asked to confirm their interest in being available to the next cohort of mentees. Additionally, all mentees will be enrolled in NEXT AVL as an ambassador to help identify and recruit future mentees and participate in other NEXT AVL programming.

## How do I activate my Young Professionals of Asheville membership?

Please email [ajackson@ashevillechamber.org](mailto:ajackson@ashevillechamber.org) to activate your membership.

## What is the role of the Asheville Area Chamber of Commerce and the Economic Development Coalition (EDC)?

The Chamber and EDC are here to facilitate the relationship—to assign mentors/mentees and to provide a basic framework to launch the relationship—but are not directly involved. Of course, if you run into problems or have an issue you would like to discuss related to the program, you should direct those to the mentorship program manager.

## Developing NEXT AVL: Your Input Requested!

NEXT AVL is an ongoing program, and your thoughts, ideas, and recommendations will help ensure that it is an effective networking and professional development tool. To keep NEXT AVL relevant and effective, we welcome any feedback or suggestions.

## Other Questions?

Please contact the mentorship program manager at [nextavl@ashevillechamber.org](mailto:nextavl@ashevillechamber.org) with any questions or concerns.

# PRE-READING

## RESOURCES MENTEE

40 Questions to Ask a Mentor

<https://www.forbes.com/sites/jomiller/2018/03/25/40-questions-to-ask-a-mentor/#13492cad261b>

8 Tips For an Amazing Mentor Relationship

<https://www.forbes.com/sites/laurencebradford/2018/01/31/8-tips-for-an-amazing-mentor-relationship/#55ca697621e2>

12 Keys For Being a Supermentee

<https://www.inc.com/scott-mautz/12-keys-to-being-a-supermentee-the-kind-of-mentee-every-mentor-loves.html>

Why You Should Make Time For Self-Reflection

<https://hbr.org/2017/03/why-you-should-make-time-for-self-reflection-even-if-you-hate-doing-it>

## MENTOR

Why College Students Need to Self-Reflect

<https://www.forbes.com/sites/ehrllichfu/2013/08/15/why-college-students-need-to-self-reflect/#338d03364c69>

8 Tips For an Amazing Mentor Relationship

<https://www.forbes.com/sites/laurencebradford/2018/01/31/8-tips-for-an-amazing-mentor-relationship/#55ca697621e2>

7 Key Qualities of an Effective Mentor

<https://www.inc.com/jayson-demers/7-key-qualities-of-an-effective-mentor.html>

What the Best Mentors Do

<https://hbr.org/2017/02/what-the-best-mentors-do>





NEXT 

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