

# CENTRALIA COLLEGE FOUNDATION

## Alumni-to-Alumni Mentorship Program

### Mentorship Code of Conduct

The Centralia College Alumni-to-Alumni mentorship program commitment is made to be flexible to suit the needs of both the mentor and the mentee. Mentor and mentee should be respectful of one another's time, and should expect to meet at least once, but can meet more frequently if they choose. Suggested meeting length is 30-60 minutes. Meetings can be in-person, via telephone or by other virtual means that is previously agreed upon between the parties. The mentor and mentee should agree when and how they will communicate for the entirety of the relationship. Please remember to remain professional and respectful of each other's time and communication preferences. Mentors and mentees are expected to keep all commitments to each other while participating in the program. If the mentor and mentee meet for a meal or coffee, each person is expected to pay for his/her own meal. Both the mentor and mentee should clearly communicate when information being shared is confidential and honor any requests for confidentiality.

### Mentors

The mentor should seek opportunities to introduce the mentee to industry contacts as a means to help expand the mentee's network. Mentee information will be given to mentors, and mentors will be expected to make first contact within one month. Suggested topics include what the mentee hopes to learn, his or her goals, desired meeting times and locations, etc.

### Mentees

The mentee should remain respectful of the mentor's time and workplace commitments, as they are volunteering their time to assist the mentee. If a relationship between mentee and mentor becomes uncomfortable or inappropriate, the mentee should leave and contact the Foundation office immediately. The mentee should also not meet the mentor in their private residence or perform any tasks for the mentor on a volunteer basis unless it directly relates to a professional development opportunity.

### Mentorship Program Expectations

The Centralia College Foundation and the CC Alumni Association is committed to diversity, equity, and providing a safe and productive mentorship program that fosters open dialogue and the free expression of ideas, free of harassment, discrimination, and hostile conduct. We promote equal opportunities and treatment for all participants, regardless of gender, sexual orientation, gender identity/expression, physical or mental ability, disability, physical appearance, ethnicity, religion, political affiliation, or nationality. All participants are expected to treat others with respect and consideration, keeping relationships free of discrimination, or harassment; maintaining professional and ethical conduct at all times during the mentorship relationship. Participants shall not disclose, share, duplicate or distribute each other's personal information without consent. Requests for confidentiality shall be honored. Participants shall represent themselves honestly and disclose any potential conflicts of interest to their mentor/mentee. Exploitation of the relationship to seek an inappropriate advantage, financial or non-financial is strictly forbidden. This includes solicitation of products or services as well as direct requests for or offers of employment. Information about what defines harassment and reporting violations of the Code of Conduct can be found in the Centralia College Policies and Procedures pages listed on the website at [www.centralia.edu/admin/accessibility.html](http://www.centralia.edu/admin/accessibility.html)

## Before Your First Meeting

### Mentor

To prepare for your first meeting, you might want to:

- Summarize your experiences and career path
- Review your mentee's profile or resume/CV, (if available) to determine how your area of expertise will be beneficial to the mentee.

Next, interview your mentee. In preparation for that first meeting, review the list of questions listed below to select those that might be useful establishing the needs and expectations of your mentee and to get to know your mentee:

- What is important to you?
- What is your background and experience?
- Which area have you worked in the most?
- What knowledge areas would you like to develop?
- What skills do you have with which you are confident?
- Which training/advance courses have you taken, or plan to take?
- Which resources do you utilize for professional development?
- Which skills do you desire to develop?

Finally, brainstorm with your mentee to form concrete next steps on their career path, focusing on SMART (Specific, Measurable, Actionable, Realistic, and Timed) goals.

### Mentee

To prepare for your first meeting, you might want to:

- Prepare an updated resume/CV and or a detailed summary of your work experience.
- Summarize your personal and professional goals. Be specific.
- Remain open-minded and willing to accept feedback as the mentor offers.

Research your field and prepare specific questions to ask your mentor. You may only get one meeting with your mentor so make it count! Some good questions might be:

- Did you envision your career as it is today?
- What would you do if you were me?
- If a specific question comes up, can I follow up with you?
- How did you land your current role?
- What new skills do I need to move ahead?
- Would you do anything differently if given the opportunity?
- Do you have any books that you would suggest I read?

Be sure to thank your mentor for their time at the conclusion of your meeting, and ask for a business card so you can send a follow-up thank you either by email or physical mail.

