



Mentor Program Student Guidelines

Purpose of SHRM@SJSU's Mentor Program

To provide opportunities for students to:

- Explore the world of work through interaction with professionals in various facets of HR
- Gain an experienced HR practitioner's perspective on applying text-book concepts to real-life situations
- Understand the corporate environment, policies and procedures
- Identify long-term professional development needs
- Benefit from the value of networking
- Develop meaningful professional relationships

Mentor Eligibility and Requirements

We require our student protégés to have the following qualifications:

- Must be a SHRM@SJSU student member
- Must be a part-time or full-time student in good standing
- Ability to interact with your mentor via phone or email every two weeks
- Ability to meet with your mentor at least twice during the program duration

Program Duration

The program is designed to last six weeks. During those six weeks, we recommend you and your mentor participate in at least two activities.

Suggested Activities

Mentors and protégés should complete at least two of the suggested activities:

- Lunch/Dinner
- Attend department/company staff meeting
- Meet with other HR professionals
- Observe the development of a special project such as a training program or curriculum, wellness program, or health fair
- Observe a day of recruiting
- And much more!

Suggested Guidelines for Mentor/Protégé Meetings

Phone Contact

- Mentor calls protégé to arrange initial meeting and discuss scheduling.
- Protégé calls mentor to arrange joint attendance at chapter meetings.
- Protégé calls mentor as needed for advice on HR-related course work and career direction.

1st Meeting

Mentor: Discuss your current job responsibilities.

Explain how you got into the profession.

Discuss the necessary academic and personal preparation needed for your career.

Share your feelings on the importance of networking and continued professional development.

2nd Meeting

- Protégé spends a day "shadowing" the mentor during a typical working day.

3rd Meeting

- Discussion of the shadowing experience. Completion of a suggested mentor/protégé activity.

4th Meeting

- Discussion of the mentor experience
Discussion of the value of additional meetings or contact
Completion of a suggested mentor/protégé activity