

# PURDUE

## ME ALUMNI MENTORSHIP

### EXPECTATIONS



**Meet twice a month.**

We understand that things come up, but we ask that this be your goal - just 30 minutes!



**Conversations should be via phone, video call, or F2F.**

Email is also acceptable, but this should not be the main form of communication.



**Develop action items.**

These don't have to be elaborate, just something to be working towards as you meet.



**Don't have an answer? Don't worry!**

If you don't feel comfortable answering a question, contact us and we can help!

### MENTORSHIP MEETINGS

#### INITIAL MEETING: INTRODUCTIONS & GOAL SETTING

Use the initial meeting to get to know one another. The best mentorship relationships happen when you get to know each other.

#### REGULAR MENTORSHIP MEETINGS

We have developed suggested discussion topics for you to choose from. After the initial meeting, the topics you choose to discuss are up to you! Feel free to add your own discussion topics as you go - this will be different for every pair.

#### CONCLUDING MEETING: FORMAL END TO MENTORSHIP

While your obligation to this program ends, that doesn't mean your mentorship has to! Feel free to use the final meeting to discuss the future of your mentorship. It's up to you!

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## ME ALUMNI MENTORSHIP

### INITIAL MEETING

#### INTRODUCTIONS & GOAL SETTING

- Set individual goals and things you want to get out of the program:
  - Why did you want to participate in the program?
  - What do you hope to learn?
  - Mentee: Come up with goals of your own that are unique to your academic/career aspirations.
- Set Expectations:
  - Schedule your meeting times - make it a priority!
  - Determine how you will meet: phone call, video chat, in person, etc.
  - Establish a willingness to learn and be open about any and all experiences.

### SUGGESTED DISCUSSION TOPICS

To help springboard your mentorship meetings, we have developed some suggested discussion topics that you can choose from. These are not required topics, but can help drive discussion. We want you and your mentee to control the meetings, so feel free to create your own topics! Each topic lists things for your mentee to think about before the meeting as well as a few questions.

#### ACADEMICS

- Mentee Prep:
  - What is your focus in ME? Have you decided on one yet?
  - Why are you interested in this area?
  - What questions do you have for your mentor about their educational experiences?
- Questions to discuss:
  - What were some of the most rewarding courses you took at Purdue?
  - What things were you involved in during your time at Purdue? How did they help you academically & professionally?
  - If mentee is interested in graduate degrees, discuss the pros/cons of starting it immediately or waiting a few years.

#### CAREER GOALS & ASPIRATIONS

- Mentee Prep: What are your goals post-graduation? 5 years? 10 years?
- Questions to discuss:
  - Discuss internship/co-op experiences. How did that prepare you for the workforce?
  - What is the biggest thing you learned your first year of employment?
  - How did you get to where you are in your career?
  - How did you find your passion in the Mechanical Engineering field?

#### JOB SEARCH

- Mentee Prep:
  - What field do you want to explore?
  - What jobs are you interested in within that field?
  - How does the field you want to explore relate to your alumni Mentor's experience?
- Questions to discuss:
  - Why does this particular field interest the mentee? What interested the Mentor in their current field?
  - What do employers look for when hiring?
  - What should you look for in a job as an employee? How do you know the "right" job?

#### INTERVIEWING TIPS

- Mentee Prep: send your resume to your mentor well in advance of when you plan to discuss interviewing
- Questions to discuss:
  - Resume critique - discuss resume best practices
  - How do you set yourself apart in an interview?
  - What are some interview tips you can share with your Mentee?
  - How can you use industry connections to help network and gain opportunities?

# NETWORKING

- Mentee Prep:
  - Think about the industry contacts you have, create a list of them to see just how far your reach is.
  - Think about how you can expand your network.
- Questions to discuss:
  - What is the best way to make industry connections, and keep them?
  - How do you find a Mentor in the workplace?
  - How have you found success in using your network in your professional life?

# INTERNSHIPS/CO-OPS

- Mentee Prep:
  - What kind of internship are you looking for?
  - What steps have you taken to get that internship?
  - Prepare a list of questions you have about internships/co-ops.
- Questions to discuss:
  - Alumni mentor: discuss your internship/co-op experiences.
  - What is the best way to interact with employers when applying for internships/co-ops - before and after the interview?
  - How do you determine the best internship/co-op offer to accept?
  - Is it best to continue working at the same company for multiple sessions or is it better to get experience at a variety of companies/industries?

# ENTERING THE WORKFORCE

- Mentee Prep:
  - Come up with some questions you have about entering the workforce.
  - What do you think entering the workforce will be like? What are you concerned about?
  - What is important to you in a job?
- Questions to discuss:
  - How do you balance work and life?
  - What was the biggest adjustment you had to make when transitioning into the workforce?
  - What tips do you have on how to navigate your first job post-graduation?
  - How do you work towards advancing in your career? What steps have you taken?

# ACCEPTING A JOB

- Mentee Prep:
  - What things are you looking for in a job?
  - What is most important to you when thinking about your career?
- Questions to discuss:
  - How did you decide to accept your first job offer?
  - Should you negotiate your starting salary?
  - How do you compare compensation and benefits from multiple offers?
  - How should you handle multiple offers, especially when you have deadlines to make a decision?
  - Alumni Mentor: Have you made a career move (switching companies, industries, etc.)? How did you know it was time to make a career move?

# CONCLUDING YOUR MENTORSHIP

## NEXT STEPS & FUTURE PLANS

After the end of the program near the end of the semester, there will be no expectations from the School of Mechanical Engineering in regard to this mentorship program. It is designed to not burden our students as the end of the semester approaches. However, this does not mean your mentorship has to end!

- Lessons Learned
  - Recap the semester: what have you both learned?
  - Did you achieve your goals that were set at your first meeting?
- Next Steps:
  - Do you want to continue your mentorship on a regular basis? If so, great! We encourage you to do so.
  - Discuss with your mentee what their future plans are and how they can achieve them. Set new goals to work towards even if the mentorship will be coming to an end.