

DeGroote Mentor Program – Mentor Guidelines

“Shaping Future Business Leaders”

What is the DeGroote Mentor Program?

- The DeGroote Mentor Program (DMP) is an initiative that is managed by the Centre for Business Career Development as part of Dean Bates’ Strategic Priorities and Action Plans (2005-2008).
- The purpose of the program is to provide an opportunity for MBA and Commerce students to connect with an experienced business professional to learn and seek guidance regarding any aspect of their career development.
- Mentors will act as a contact within the business community and act as a sounding board for student questions, which in turn will encourage students to develop to their full potential and create their own vision for the future.

What are the benefits of participating in the DeGroote Mentor Program?

Your participation in the DMP can provide students with everything from career exploration, academic advice and industry information to personal insight and experiential learning.

Mentor benefits also include:

- A way to contribute your time and resources by way of community engagement.
- You will feel a personal contribution to upholding the prestige and reputation of the school and the DeGroote brand.
- This is an opportunity to help students and contribute to the development and “Shaping of future business leaders”.

Mentor Expectations

As a Mentor you are expected to:

- Be a mentor because it is important to you – because you care about the development of the person you are mentoring.
- Go into the mentoring relationship prepared to learn something from it.
- Provide time to speak with your student at least once a month. This contact can be through email, via the telephone, or in person.
- Respond to telephone calls or email requests on a timely basis. If you do not have time to speak with your student immediately, suggest a time that would be more convenient to you.
- Provide honest feedback. Ask to make criticisms or give suggestions on how students can enhance their career development.
- Take the initiative to suggest a discussion topic if it appears your student is unsure how to proceed.
- Provide information/advice about your:
 - Career field
 - Industry sector
 - Organization
 - Career path
- Keep the door open to maintain your relationship through to your student's graduation and transition into the workforce – mentors are still valuable to a new business professional.

To Apply

- Visit: <http://www.degroote.mcmaster.ca/recruit/mentor.html>
- Click on the link to complete the **DeGrootte Mentor Application Form**
- You will receive an email from CBCD once your application has been received

Once Matched

- Students will be in contact with you within 24 hours of your email match notification.
- Students must make the initial contact with their mentor within five business days.
- If your matched student has not contacted you within seven days, please notify CBCD.
- The first meeting between mentors and students can be used to set expectations for the mentor relationship and plan future meetings. We have helped to prepare the student with questions to ask you – questions around career development, academic priorities and personal development.
- An opt out option is always in place. Should this option be required please contact CBCD.
- At any time the CBCD office welcomes and encourages program feedback.

Questions?

Please contact the Centre for Business Career Development at the DeGrootte School of Business with any questions or feedback. We invite you to share your comments and insights.

Email: dmp@mcmaster.ca

Phone: (905) 525-9140 ext. 24611