Thank you for becoming an Executive Mentor through the Executive Mentor Program at MidAmerica Nazarene University. Executive Mentors teach our students many important aspects of professional life, including attitude, professionalism and work ethic. The time you put into developing a professional relationship with your mentee will put him or her at an advantage during college and beyond graduation.

MISSION

The mission of the Executive Mentor Program is to equip students for successful, professional transition. It gives students the opportunity to learn from experienced professionals, so they can develop their interpersonal skills, including networking and communication, and be on track to become successful business professionals.

EXECUTIVE MENTOR MATCHING

As an Executive Mentor, you will be matched by program staff with mentees who best fit your expertise. Once approved, your mentee will be notified of the match and required to attend a program orientation. During the student’s orientation, he or she will be reminded of the program’s expectations of the student mentee and instructed to contact you. The student is responsible for making first contact.

All seniors in the School of Business Administration are required to participate in this program. The students are looking for the type of career guidance that you can provide.

FIRST MEETING

Although technology makes long distance communication easy, we encourage you to meet your mentee for the first time in person. Given your schedule and geographic proximity, this may or may not be possible. If you are unable to have your first meeting in person, a phone call or video chat is also perfectly acceptable.

Should you be able to meet your mentee in Olathe, meeting on campus is likely to be the most convenient and comfortable location for your mentee. Your mentee may give you a tour of the campus, if you haven’t been on the MNU campus for a while, or you can meet over lunch or a cup of coffee in Campus Center or Dewey’s in the Mabee Library.

Students will be advised to dress casually for the first meeting, unless coming to your place of work, which will also help them be more at ease. A first meeting usually lasts an hour.

The only goal for the first meeting is getting to know each other. To make this easier, we suggest the following:

Talk about yourself: Your mentee will not know much about you until the first meeting. Talking about your career and personal life, when applicable, will allow the student to get to know you, and will often start other topics of conversation.
**Ask about their fears:** Knowing what your student is afraid of will give you an idea of the areas in which he or she may need more coaching.

**Ask if you can assist them:** They may be afraid to ask you for assistance if you don’t let them know that you are there to help them.

**Ask about their career aspirations:** Find out where they see themselves career-wise in the future, both short-term and long-term.

**ON-GOING PROFESSIONAL RELATIONSHIP**

Your mentee is expected to take initiative in this relationship. He or she should contact you at least once per month and follow-through on items the two of you discuss. Our office will also help facilitate communication by sending emails alerting you of scheduling conflicts during the year, such as mid-terms and finals, as well as tips for maintaining positive interactions.

While the academic year will perhaps be the time when you will be most active with your mentee, it is a good idea to maintain contact during breaks. Summer jobs and internships bring questions for your mentee as well as many opportunities for learning from you.

Your professional relationship will consist of at least one interaction per month and will last for the full school year.

**WHAT DO YOU DO WITH YOUR MENTEE?**

Just being able to talk with a professional is great help to a student; however, there are several activities that will enhance both of your experiences in the Executive Mentor Program.

- Even if you’ve already seen it, you can ask your mentee to send you their resume and cover letter. You can review it and offer feedback, and even have the human resources department in your company do the same. If it is appropriate, you can offer to be a reference.
- Give your student clear, objective feedback regarding their attitude, presence and other skills, such as hand-shaking and smiling, then offer suggestions on how they can improve on them.
- Help your mentee create a strategic plan for their academic career and professional advancement year to year, including looking for relevant part-time jobs, or searching for the best internship. Help your mentee achieve their goals.
- Suggest your mentee join a professional organization in their career of choice as a student member and encourage them to join soft-skill enhancing programs, such as student chapters of service clubs or civic organizations.
- Have your mentee shadow you during your workday, accompany you to meet a client, join you at a business meeting or go with you to a professional networking session; this will give your mentee a real view of what professional life is like.
- If you come across a news article that you think might be of interest to your mentee, send it to them. You can also encourage them to subscribe to business publications you think are useful for a future executive.
Prepare your mentee for business readiness using practice interviews, role play and similar methods. You can also spend time discussing what employers expect.

You can give your mentee short assignments, such as doing research on top financial companies. This assignment will give you topics for conversation for your interactions, but it will also expand your mentee’s view about the industry they are about to enter.

EXECUTIVE MENTOR PROGRAM EVENTS

The Executive Mentoring Program and MNU will host a tailgate at one home football game each Fall and an annual luncheon in the Spring to recognize Executive Mentors and Mentees. These events provide an opportunity for networking with other Executive Mentors and students, as well as School of Business Administration faculty and staff.

CONTACT INFORMATION

Do not hesitate to contact us at any point if you have a question, concern or want to share a story about your experience.

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MNU would like to acknowledge Kansas State University, College of Business Administration and their Executive Mentoring Program for the use of their program materials.