Employer Tip Sheet
Career Mentoring: Success Factors
A tip sheet for NYS P-TECH employer partners

What is Career Mentoring?

Career Mentoring is an activity in which the student is matched one on one or in small groups with an adult professional to explore potential careers and related educational issues. The mentor serves as a resource for the student by sharing insights and providing guidance about the workplace, careers and education through formal and informal meetings organized at the school, in the workplace or online.

How is it structured?

Each P-TECH 9-14 school has designed a mentoring program customized for its employer partners. Mentors may be matched with students one on one or work with small groups of students. While there are some differences across the P-TECH schools, all Career Mentoring programs share some common features. Each begins with a defined matching process, both formal and informal activities are conducted at the school, in the workplace or online (never alone), a set schedule is provided, and mentors and students are supported by the P-TECH team.

What's my commitment?

- Meet or communicate regularly with your mentee. Some activities will be organized by your P-TECH mentor coordinator and some contact will be generated by your mentee or yourself via email or telephone.
- Follow all school and company rules regarding Career Mentoring. This includes complying with policies related to volunteers, boundary and equity issues, and ensuring that there is no face-to-face connection outside of supervised and approved activities. (Your P-TECH mentor coordinator can help you with this.)
- Mentors are asked to make a commitment to stay engaged for a minimum of one year and hopefully will continue through to the mentee's completion of their training program.

How can I make it a good experience for my mentee?

- Make it real. It's all about the relationship you are able to develop with your mentee.
- Pay attention to what your mentee is communicating.
- Help your mentee learn and practice professional skills.
- Review the information provided by your mentee's teacher on what your mentee is studying, and ask questions about what they are learning. Provide feedback on their work.
- Participate in activities and group projects arranged by the school.

Why is this important for the student I'll be mentoring?

- Research shows that career mentors help students stay in school, stay focused and pursue their goals.
- A mentor shows a young person that someone cares, that they matter and can have a bright future.
- A career mentor can help a young person see the connection between the real world and what they learn in the classroom.

- A career mentor can help their mentee better communicate with and relate to adults.

What will I get out of it?
- The personal satisfaction that comes from helping a young person grow.
- Any incentives offered by your company for volunteering.
- You will learn how to interact with the next generation, some of whom you may be working with and/or supervising soon.
- You will meet other mentors and leaders in your community, which will enhance your personal and professional networks.

What if I have a question, a concern or need some help?
Your P-TECH coordinator is there to help you with any question, no matter how great or small. If you have any concerns about your mentee, bring them to the coordinator's attention immediately. Let them know about any positive developments as well.

What if I can no longer be involved?
- Provide as much notice as possible to your P-TECH coordinator and the student.
- Recruit someone else to step into your mentoring role, if possible.
- Make sure your mentee knows why you need to stop (a new position, new responsibilities, relocation, or some other reason) and assure your mentee that the reason you need to stop has nothing to do with him/her.

Go Deeper
- Consider having your mentee shadow you at work for a day.
- Arrange an Internship at your company for your mentee. Check in regularly and follow their progress.