

SEATTLEU.

ALBERS SCHOOL OF
BUSINESS AND ECONOMICS

ALBERS MENTOR PROGRAM STRATEGIES FOR SUCCESS

ACTIVITIES

- Set goals of what everyone wants to accomplish through the Mentor Program and revisit often
- Meetings over a meal or coffee
- Company/organization tour
- Discuss resumes, cover letters, & LinkedIn profiles
- Mock Interviews
- Discussions with or presentations from people in mentor's network
- Select a book on business or leadership and discuss at meetings
- Attend a networking event with the mentor's company or through a professional association (i.e. Rotary, Chamber of Commerce, industry associations, etc.)
- Attend an Albers Executive Speaker Series event or other University event
- Discussions over various business or industry topics (see below for suggestions)
- Meetings with or presentations from various departments at the mentor's company/organization
- Social events
- Attend an Albers Placement Center event such as a workshop, networking event, career fair, etc.

TOPICS

- Share individual profiles (work history, education, career goals, personal interests, etc.)
- "Dream Job" and big picture career goals
- Industry trends and current events
- Overview of various department functions and roles within the mentor's company/organization
- Case studies or real scenarios from mentor or students' work experiences
- Business ethics
- Networking
- Strategies for transitioning to a new company or industry
- Strategies for career progression within a company
- Maximizing MBA or Business degree in career
- Professionalism in the workplace and on social media
- Job searching strategies
- Resumes
- Interviewing
- Job offer negotiations
- Conflict in the workplace
- Work/Life Balance
- Reflection on Mentor Program goals and experience

MEETING TIPS

- Try to meet together as a group—you can learn a lot from each other even if everyone has different goals or objectives
- Set a recurring meeting time (i.e. the first Tuesday of the month at 5pm)
- Set goals, expectations and a plan of activities/topics at the first meeting
- Reach out to the Albers Placement Center at 206.296.5687 if you need help or support