Tulane University Mentoring Program

Program Overview and Expectations

The purpose of the mentoring program is to facilitate relationship development among Tulane University alumni and students for the purpose of career exploration and advancement. The mentor program is not intended to be a place for job seekers to search for someone in the Tulane network to help them get a specific job at a specific company. Job seekers interested in those types of connections should utilize other options available on tulaneconnect.com, myTulaneNetwork, LinkedIn, etc.

Expectations

- Matches are not determined by the university – they are determined through one or more conversations between the Mentor and the Mentee.
- It is the Mentee’s responsibility to search the Mentor database to find an alum with experiences, education, and interests that align with their own.
- It is the responsibility of the Mentee to initiate contact with a possible Mentor.
- Mentors do not have to accept every invitation to connect that he/she receives, but are expected to be responsive to outreach from Mentees.
- All correspondence should be professional and respectful in nature.
- Be respectful of one another’s time, including agreed upon timeframes.
- Be open minded and flexible - life happens, and we all must adjust as needed.
- Mentors should offer constructive feedback to their mentees in a professional manner.
- Mentees should be accepting and responsive to feedback and suggestions from their mentor.
- Have fun! Connecting with fellow Tulanians is interesting, useful, and hopefully enjoyable to all.

Mentors are not expected to offer their mentees jobs or internships and Mentees should not expect this of their Mentors.

Suggested Timeframe of Activities

First 30 Days

- Research alumni directory and identify possible mentors.
- The best way to ensure a good match is to research possible Mentors’ industries and companies before reaching out to them.
- Conduct informational/introductory interviews; both parties should determine if the match is appropriate and amenable. Once both parties agree to continue the relationship, proceed.

Next 30-60 Days

- Determine goals and expectations with each other, including what the mentee hopes to gain from the relationship and the preferred method and frequency of communication.
- Activities conducted at this time include career exploration assistance, resume and cover letter reviews, interview advice, and professional referrals for informational interviews.

60+ Days

- Mentors are encouraged to invite their Mentees for a company visit/tour.
- Mentors should help Mentees with assessing where they are in their internship/job search and determine a suitable path of progression.
- Mentees should keep their Mentor posted on their career progression.