OVERVIEW
Arcadia University’s Alumni Career Mentor Program facilitates developmental relationships between alumni and current students. Mentors help students cultivate key competencies by offering professional expertise and diverse workplace perspectives.

MENTEE RESPONSIBILITIES
- Take Notes
- ESTABLISH GOALS
- OWN YOUR EXPERIENCE
- BE FLEXIBLE
- REBEVE FEEDBACK
- ASK MEANINGFUL QUESTIONS
- EXPLORE CAREER OPTIONS
- OWN YOUR EXPERIENCE
- REMAIN CONFIDENTIAL
- SHARE RELEVANT STORIES
- PROVIDE ENCOURAGEMENT
- EMBRACE MISTAKES
- PROMOTE EXPLORATION
- ASSIST WITH REFLECTION
- GAIN UNDERSTANDING
- RECOGNIZE POTENTIAL
- MENTOR RESPONSIBILITIES

OFFICE OF CAREER EDUCATION
BRIDGE FROM COLLEGE to Career Success
MENTOR-MENTEE MATCHING
The Office of Career Education, in partnership with Alumni Relations, cannot guarantee exact major-to-career-path matches between alumni mentors and student mentees. Mentor/mentee partnerships should be established primarily based on shared collegial experiences, as well as academic, professional, and personal interests. NOTE: Mentees must be 18 or older. **The application deadline is September 20, 2017.**

**CHOOSING A MENTOR IN HANDSHAKE**

1. Log into [arcadia.joinhandshake.com](http://arcadia.joinhandshake.com), then complete your profile
2. Select the Career Center from the top menu
3. Choose Mentoring from the left menu, then select Find Mentors from the top right tab.
4. Select any Mentor’s Name to review his/her bio.
5. Review several mentors’ bios before choosing to connect with one specific mentor.
6. From the mentor’s bio page, select the blue box labeled Request Mentorship.
7. Then, select Request Message. Type a brief introduction and why you want the mentorship.
8. Finally, select the green box labeled Create Mentorship.
9. The mentor will accept or decline the mentorship.
10. You will receive a notification: “Congratulations! Your mentorship has been approved.”
11. To connect with your Mentor in Handshake, select Mentoring, then My Mentorships

For more information, visit [www.arcadia.edu/MentorGuidelines](http://www.arcadia.edu/MentorGuidelines).

**MENTEE GOALS**
- Take Initiative
- Gain Professional Insight
- Offer a New Perspective
- Be Open to Ideas
- Suggest Activities
- Follow Through

**MENTOR GOALS**
- Integrate Career Preparation
- Encourage Independence
- Share Knowledge
- Teach Networking Skills
- Provide Guidance
- Meet 3 Times Each Semester

**SHARED GOALS**
- Connect in Open Spaces
- Outline Expectations
- Compare Schedules
- Exchange Contact Info
- Stay in Touch
- Develop an Exit Strategy
- Cultivate a Friendship

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**ARCHDIA UNIVERSITY**

The Office of Career Education
careerhelp@arcadia.edu
215-572-2939