Mentor Match Program
Mentor Expectations
Alumni Mentor Interest Form

Overview:
The Mentor Match Program was created more than a dozen years ago by the Howard J. Busbee Finance Academy to provide a way for their members to be matched with graduated alumni mentors. The Boehly Center has expanded this program to include all students interested in careers in the financial services sector, in order to give current students a mentor in their desired industry. Students can use their mentor as a resource to gain insight into the mentor's industry, company, position, career preparation, or anything else relevant to the mentor's professional experience. Based on student and mentor responses to the Mentor Match survey, students and alumni will be matched with one another to begin a mentorship relationship.

This program is intended to provide students the opportunity to develop and increase their networking skills, soft skills, receive constructive feedback, and foster relationship building with W&M alumni. Students participating in this program are striving to learn, grow, and develop into polished professionals, hence their need to connect with our successful alumni. Additionally, this program offers W&M alumni the ability to share their professional insights, increase interpersonal skills of current W&M students, and develop valuable connections with an evolving student community. This program fosters an initial connection with an alumnus/a with the hope that this relationship continues to grow beyond the first few conversations.

Mentor Expectations:

1. Mentors who wish to participate in the program must complete the Alumni Mentor Interest Form.
2. The program requirement is for one school year (November – May).
3. Matches must have at least two (2) connections each semester (four total per academic year).
4. After the initial phone/Zoom call, students are required to complete the following two items and share them with their mentor. We ask for you to review and assist them with these pieces:
   a. review student LinkedIn profile and discuss recommended adjustments.
   b. review and provide feedback on students' virtual interview practice. Students will practice interviewing in the Big Interview platform and then will provide a link to their Mentors of their recorded practice for constructive feedback.
5. Participants are expected to adhere to the program responsibilities & timeline outlined below.

Process:
Mentor matches are emailed to both the student and mentor; however, it is the students' responsibility to make initial contact with their mentor. Students are encouraged to reach out a second time if they have not heard from their mentor within two weeks of initial contact. The mentor and student should agree on a time that they can make contact by phone or video.

Once a time has been scheduled to connect via phone or video, students will prepare talking points and questions relevant to:

a. mentor's industry, company, specific position, role and responsibilities
b. a day in the life
c. interview preparation tips
d. career readiness tips
e. helpful resources
f. resume review
g. cover letter review
h. behavioral interview practice
i. case interview practice

After the initial phone call, students are required to complete the required LinkedIn profile & Big Interview review with their mentor over the next year. The student and mentor will meet at least twice each semester, at least four times during the school year by May 2, 2022 when the program ends.

Additional conversations/check-ins with your mentee are also welcomed. As the intended goals are to develop professionally and to foster meaningful relationships, we encourage continued communication (as able):

- Check in with one another to make sure both participants are feeling value from the relationship at least twice a semester.
- Consider updating one another on your professional & personal successes/experiences (competition team victories, articles, awards, marriages, children, etc.).
- Set Google Alerts so you are notified of any new articles or press announcements about your match or interesting programs. Share the articles with one another.
- Share news or articles that are about a common interest.

Timeline:

1. Complete the Alumni Mentor Interest Form by Wednesday, October 27.
2. Students should reach out to you between November 8 – 12 to set up an initial phone/Zoom call and share their resume.
3. If you do not hear from your student by Monday, November 15, please email Boehly.Center@mason.wm.edu.
4. The Boehly Center will be in touch throughout the program.

Mentor Time Issues/Constraints:

We completely understand ever-changing professional demands. After committing to the program, if you find that you are unable to maintain your commitment as a mentor, please email the Boehly Center at Boehly.Center@mason.wm.edu. We will notify the student and find a new mentor match.

Benefits:

The Mentor Match program is designed to give current undergraduate students a connection to a professional in an industry or company in which they have limited exposure. The program sets itself apart by providing targeted attention to each student. The mentors selected are closely related to a student's career and/or other interests and best understand how to navigate the hiring process and therefore tend to be helpful with interview preparations, resources, and tips. Mentors can also provide perspective on life in the positions students will most likely be holding directly out of college. The mentor's role is not to judge but rather have an open and honest dialogue with their mentees without the pressure that the conversation will impact any future hiring decisions mentors' companies make. Ideally, mentors can be used as a resource to mentees throughout the career search process and help current undergraduates gain a better understanding of finance before they commit to it as a career.