



A M H E R S T B U R G  
F R E E D O M M U S E U M



# Mentor/Mentee Guidebook



## Contents

Overview .....	3
Why Mentoring? .....	3,4
Objectives of the Program .....	4
Benefits of being a Mentor .....	5
Benefits of being a Mentee .....	5
Expectations of the Mentor.....	6
Expectations of the Mentee .....	6
Tool Kit .....	7
Appendix A: Success Continuum .....	8
Appendix B: 6 Steps to Job Search Success .....	9
Appendix C: SMART Goal Worksheet .....	10
Appendix D: Phrasing your SMART Goals .....	11
Appendix E: Police Record Check Application Form .....	12
Appendix F: First Mentoring Meeting Template .....	13
Appendix G: Core Guidelines for Successful Mentorship .....	16



## Overview

The Mentoring Youth Career Stimulation program will provide a resource for our future Freedom Achievers by pairing mentees with mentors in similar career paths through motivation, experience and insight.

The Program brings mentors and mentees together to develop the skills, knowledge, attitudes, and connections mentees need as they transition into their career.

## Why Mentoring?

Mentoring provides a wide range of benefits to both mentors and mentees. Many professionals who serve as mentors have found the experience to be rewarding, both personally and professionally.

For mentees, having the guidance, encouragement, and support of a trusted and experienced mentor provides a broad range of personal and professional benefits.

Mentoring is also a proven business strategy, with 71% of Fortune 500 companies running formalized mentoring programs. While the benefits of mentoring are understood, the scale and consistency of mentoring outcomes is often understated.



Countless studies have proven the effectiveness of mentoring:

5% of millennials deem mentoring critical to their success.

More than 60% of college and graduate students listed mentoring as a criterion for selecting an employer after graduation.

Employees who received mentoring were promoted 5 times more often.

Mentorship programs are one of the best ways to groom recent graduates and current students to be successful during their career. By teaching a new graduate about the successes and failures mentors have experienced, they can play a vital role in the making of future achievers.

## Objectives

The intent of the MYCS Program is to:

1. Provide mentees insight into various professions.
2. Provide real world feedback from mentors who have excelled in their field.
3. Provide guidance and direction on how to find employment in these professions.
4. Provide mentees with tools to aid in their career pursuit.



## Benefits of being a Mentor

At the end of the program, mentors will have:

1. Gained satisfaction in building up the self-worth of a new professional.
2. Practiced leadership and interpersonal skills. through coaching, communication, and active listening.
3. Contributed to the long-term growth of their industry.
4. Paying it forward.

## Benefits of being a Mentee

At the end of the program mentees will have received:

1. Information, advice, and guidance from experienced professionals.
2. Non-judgmental feedback.
3. New contacts and community connections.
4. Realistic, first-hand information about career paths, jobs, industries, and work settings.
5. Insight and clarity about career requirements and future goals.



## Expectations of the Mentor

1. Draw on personal experience, successes, failures, and insights to assist their mentee.
2. Want to improve their skills as a mentor.
3. Establish Expectation with the mentees.
4. Be available for the time and frequency agreed.
5. Be open to giving and receiving feedback with their mentee.
6. Be interested in learning from someone with a different background and experiences.
7. Be open-minded.
8. Acquire a Police Clearance Check.

## Expectations of the Mentee

1. Mentees own the learning process; practice self-awareness through reflection to understand personal vision (i.e. interests, values, strengths, career desires, etc.).
2. Initiate consistent and timely communication with the mentor.
3. Solicit feedback from the mentor regularly.
4. Give feedback to the mentor and demonstrate appreciation for their suggestion.
5. Set SMART goals and have the mentor evaluate them.
6. Be open-minded and show interest in new perspectives.
7. Be an active listener.



## Tool Kit

### 1. S.M.A.R.T Goals

Specific-Who, What, Where, When, Which, Why.

Measurable-How much? How many? How will I know when it is accomplished?

Attainable-You can attain most any goal you set when you start to plan your steps.

Realistic- Goals should be ones that are achievable with your skillset.

Time-Bound-Have a time frame in mind to reach your goal.

### 2. S.T.A.R Format for Interviewing

Situation- event or task from past employment, volunteer or relevant event.

Task- what are you working toward or trying to achieve.

Action- actions you took to address the situation with an appropriate amount of detail.

Result- what was the outcome of your actions.

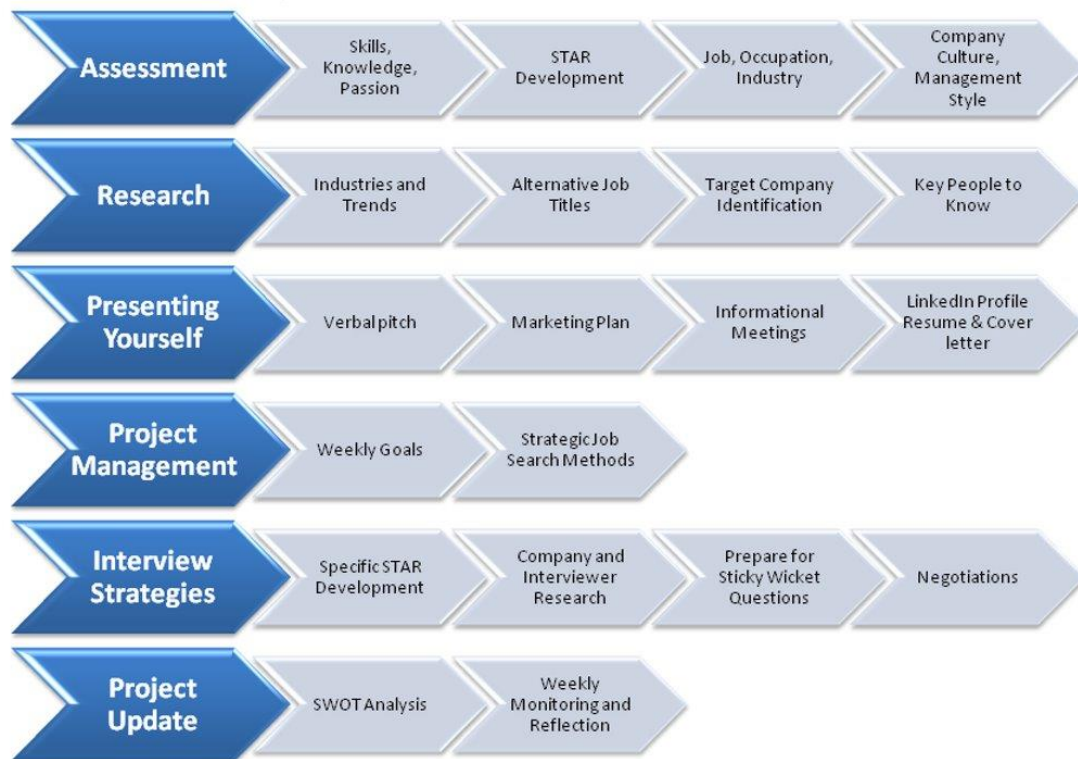
Appendix A:





## Appendix B:

# 6 Steps to Job Search Success



Hannah Morgan, Career Sherpa [www.careersherpa.net](http://www.careersherpa.net) ©2014 Career Sherpa

## Appendix C:

### SMART Goal Worksheet

GOALS	Name:				Date:	
INTENTION	SPECIFIC	Measurable	Attainable	Realistic	Time Based	
What is it that you want to achieve?	Who? What? Why? Where? When?	How Much? How often? How many?	Achievable?	Is it important to what you want to achieve ultimately?	When?	

# Appendix D:

## Phrasing your SMART Goals

In the spaces below, develop a statement defining your specific goal, incorporating as many of the elements that you worked on above as possible into the statement. This will include the actions you plan to take to meet this goal, your timeline, and how it will meet the organisational or personal goal you are addressing. Also indicate what types of additional skills and resources are necessary to facilitate this goal.

**GOAL 1:**

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**GOAL 2:**

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**GOAL 3:**

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**GOAL 4:**

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# Appendix E: Police Record Check Application Form



## WINDSOR POLICE SERVICE

**MUST SELECT ONE**

- CRIMINAL RECORD CHECK  
 CRIMINAL RECORD AND JUDICIAL MATTERS CHECK  
 VULNERABLE SECTOR CHECK

<b>TO BE COMPLETED BY APPLICANT</b>			Date of Request		
Mailing Address (name, street, city, province, postal code) **Please Print UNDER each heading**			____/____/____ yyyy/mm/dd		
Last Name		First Name		Middle Name	
# and Street Name		Apt/Unit #	Maiden Name or Other Last Names		Other First Names
City	Province	Postal Code	Date of Birth	Gender	Other Names
Contact phone number			Email address		
<b>Address History</b> – please fill out if resident address differs from mailing address and/or resided OUTSIDE of the Region in the past 5 years					
Street name # (please state below)			Apt/Unit #	City	Province
<b>Identification</b> – one form MUST be Government issued and include the applicant's name, date of birth, signature and photo of applicant					
Type of Identification produced		ID number – do NOT record Health or SIN card or bank/credit card numbers		Viewed <input type="checkbox"/>	
Type of Identification produced		ID number – do NOT record Health or SIN card or bank/credit card numbers		Viewed <input type="checkbox"/>	
<b>Reason for Request: (please fill out the following) **please complete a Government Agency form if between the ages of 12-18*</b>					
Specifically state the Reason for Criminal Record Check <u>or</u> Criminal Record and Judicial Matters Check <u>or</u> Vulnerable Sector Check:					
<del>Fill out the below ONLY if request is Vulnerable Sector Check:</del>					
Check box of Vulnerable Person(s) you will be responsible for the well-being of (can check off more than one (1) if applicable):					
<input type="checkbox"/> Children <input type="checkbox"/> Elderly (over 65) <input type="checkbox"/> Other – please specify: _____					
<b>The Criminal Record Check will include the following information as it exists on the date of the search:</b> <ul style="list-style-type: none"> <li>Criminal convictions from the Canadian Police Information Centre "CPIC" and/or local databases and Summary convictions for the past five (5) years, when identified</li> </ul>					
<b>The Criminal Record and Judicial Matters Check will include all of the above and the following information as it exists on the date of the search:</b> <ul style="list-style-type: none"> <li>Outstanding entries such as charges and warrants, judicial orders, Probation and Prohibition Orders – as per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency</li> <li>Absolute and Conditional Discharges per the Police Record Checks Reform Act schedule</li> </ul>					
<b>The Vulnerable Sector Check will include all of the above and the following information as it exists on the date of the search:</b> <ul style="list-style-type: none"> <li>In very exceptional cases, there it meets the Public Safety Test, non-conviction dispositions including but not limited to, Withdrawn and Dismissed</li> <li>Not Criminally Responsible by Reason of Mental Disorder</li> <li>All record suspensions for release by the Minister of Public Safety</li> </ul>					
<b>CONSENT</b>					
1. I hereby authorize the <b>WINDSOR POLICE SERVICE</b> to conduct a search based on the names(s), date of birth and declared criminal record history, to obtain the information required to complete the Police Record Check and disclose such information to me. This includes a search of the <b>WINDSOR POLICE SERVICE</b> Records Management System (RMS), and the Canadian Police Information Centre (CPIC) database, maintained by the RCMP. This search of the CPIC database includes a search of the Identification Data Bank (known as the National Repository of Criminal Records), the Investigative Data Bank and the Police Information Portal (PIP)					
2. I hereby release and discharge the <b>WINDSOR POLICE SERVICE BOARD</b> and all members and employees of the <b>WINDSOR POLICE SERVICE</b> from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of the information to me by the <b>WINDSOR POLICE SERVICE</b> . I hereby authorize the <b>WINDSOR POLICE SERVICE</b> to inquire into and disclose results of any police records to me including: criminal convictions (summary and indictable); absolute and conditional discharges; and cases of not criminally responsible for reasons of mental disorder; outstanding entries such as charges, judicial orders, probation and prohibition orders and to conduct a local police contact search with any Police Service in Canada					
3. I certify that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it, and agree to it in its entirety.					
4. <b>For Vulnerable Sector Check applicants that are 18 years of age or older:</b> I hereby consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a records suspension (pardon) for, any sexual offences that are listed in the schedule to the <i>Criminal Records Act</i> . I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the <i>Criminal Records Act</i> in respect of which a record suspension was granted or issued, I will be requested to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to the above that requested the verification, that information will be disclosed to that person or organization					
5. I understand that the prescribed fee is non-refundable					

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
yyyy / mm / dd

POLICE USE ONLY – Request reviewed and non-refundable fee(s) received by:						
Name	Reg. No	Division	Receipt Number	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Other	<input type="checkbox"/> RCMP
				\$25.00	\$55.00	\$25.00

Personal information contained on this form is collected pursuant to the *Police Service Act* s. 41, and is collected for the purpose of processing a police check. Questions concerning this collection should be directed to the Information and Privacy Co-Ordinator, PO Box 60, Windsor, Ontario, N9A 6J5, 519-255-6700 X4145

# Appendix F: First Mentoring Meeting Template

## 1. Build a Foundation

- What do you hope to get out of this session?
- What is the time frame/deadline to complete goals?
- What are our expectations?
- How much time can the mentee commit to working on goals outside of meetings?
- How often do we want to meet/talk?
- Clarifying the roles of a mentor and mentee.
- Core values: confidentiality, respect, trust, collaboration.

## 2. 'Tell Me Your Story'

This is a powerful and holistic model to explore the various dimensions of a mentee's career path. We encourage the mentor and mentee to jointly go through this exercise during the first meeting. Suggested questions are below:

### Circumstances and factors affecting career

- Transportation issues
- Financial situation
- Housing
- Other?

### Core Self

- Life values/mission
- Character strengths/weaknesses
- Self-confidence

### Career skills

- Make career decisions
- Develop job searching skills
- Manage and/or grow career
- Maintain work/life balance
- Improve credentials or occupation-specific skills

- Other skills?

Connections - What support can the mentee receive from:

- Family?
- Friends?
- Community groups?
- Professional networks?
- Other relationships/networks?

### **3. Strategies for a successful Job Search**

- Get noticed by your dream company.
- Search for the right job.
- Customize your resume and cover letter.
- Use your network.
- Rank well on Google.
- Job search where companies are hiring.
- Ace the job interview.
- Follow up after the interview.

### **4. Summarize and Focus**

- Mentor summarizes main themes she/he heard.
- Mentor confirms with the mentee if her/his summary is missing anything important.
- What are mentee's needs?

### **5. Create an Action Plan**

- List the strategies that were identified as priorities.
- Is the timeframe realistic to work on all of them?
- Determine specific goals related to each strategy.
- Document the action plan (set SMART goals).
- Include ways for the mentee to self-monitor progress.
- How can the mentor support the mentee in working on these goals?

## Appendix G: Core Guidelines for Successful Mentorship

Some key ideas for both mentors and mentees to keep in mind:

- Collaborative relationship
- Professional and respectful conduct
- Honouring time commitment as agreed
- Sharing learning and resources
- Supporting one another in this journey
- Staying in touch with WMC to report progress

### Mentor Checklist

- Agree on a regular contact schedule that works for both of you.
- Let your mentee know ahead of time if you're not able to make a meeting.
- Respect confidentiality and professional boundaries.
- Listen and support self-directed learning - don't rush to give advice!
- Recognize that each person has different traits and work styles.
- Encourage your mentee's strengths and help to minimize their weaknesses.
- Check on the effectiveness of the communication – “Are we connecting?”
- Check on the effectiveness of the relationship – “Are we making progress?”
- Treat each session as a whole experience.

### Mentee Checklist

- Agree on a regular contact schedule that works for both of you.
- Let your mentor know ahead of time if you're not able to make a meeting.
- Respect confidentiality and professional boundaries.
- Be open to feedback and suggestions from your mentor.
- Explore your own strengths and weaknesses to set relevant goals.
- Take up opportunities for networking and building professional relationships.

Contact Program Co-ordinator Lorene Bridgen-Lennie 519.736.5433 if any concerns arise.



## Amherstburg Freedom Museum

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