

## P-TECH Coordinator Tip Sheet

### Career Mentoring: Success Factors

*A tip sheet for NYS P-TECH coordinators and teachers*

When developing and implementing your Career Mentoring program at P-TECH, keep the following success factors in mind.

- Apply the Work-Based Learning Essential Elements
  - ✓ Address the elements in the design of your Career Mentoring program.
  - ✓ Check in with the elements periodically to ensure that all ten are being addressed in the implementation of the program.
- Select the Appropriate Career Mentoring Model
  - ✓ Career Mentoring should focus on career exploration, training and related education.
  - ✓ Career Mentoring should take place at the school, workplace, online or at an approved outing.
  - ✓ Career Mentoring evolves over time and may look differently at the higher grade levels.
- Define how Much Face-to-Face Time is Desirable
  - ✓ Early on in the experience, the more the better. The first few times, face-to-face connection is important before other forms of meetings and interactions start to happen.
- Balance Events with Activities
  - ✓ Explore flexible ways to engage mentors and provide opportunities for students to connect—not just through high-stakes, intensive events.
- Explore Alternative Forms of Connecting
  - ✓ Explore the application of Skype, email and other social media.
- Address Key Legal, Safety and Health Issues
  - ✓ Follow district policy.
  - ✓ Complete and collect appropriate permission forms when setting up Career Mentoring relationships.
  - ✓ Help employers comply with all rules and regulations related to interacting with students through school-based programs.
  - ✓ Make it clear to both students and employers that there are to be no face-to-face connections outside of arranged activities.
  - ✓ Set/follow policies guiding online and social media interactions.
- Encourage Mentor Choice and Matching
  - ✓ When possible, allow the mentor and mentee to interview and select each other.
  - ✓ Match students with potential Career Mentors based on career interest, gender, and personality—matching with someone the student can relate to is the most important factor.  
*Sample Activity: Have students prepare and distribute bios to potential mentors.*
  - ✓ Provide multiple connections and exposures before choice.  
*Sample Activity: After a few exposures, have students pick their top three Career Mentor choices.*

- ✓ Create/identify potential matches out of summer bridge activities.
- ☐ Support the Career Mentoring Experience
  - ✓ Develop clear, written policies and procedures for all parties.
  - ✓ Tailor the Career Mentoring Guide to your program.
  - ✓ Have the student and Career Mentor set and communicate expectations that are assessed on a regular basis.
  - ✓ Provide ongoing support and training for Career Mentors.
    - Update and adapt the Career Mentoring *Employer Tip Sheet* and share/review with your mentoring volunteers.
    - Provide a single point of contact for all mentors (designate a Mentor Coordinator).
    - Support mentors to help them tell their story of the pathway/journey to their present position.
    - Support mentors to help students build their personal traits.
    - Help mentors understand issues of confidentiality and their responsibilities.
  - ✓ Provide ongoing support for students
    - Encourage students to share interests and ideas with their Career Mentor.
    - Suggest that students invite their mentor to school events/activities.
    - Create assignments for students to share with their Career Mentor.
    - Have students share current study topics with their Career Mentor.
- ☐ Develop an Effective Employer Engagement Strategy
  - ✓ Define the ROI for employers.
  - ✓ When possible, get top-down support in the business or company.
  - ✓ Bring four to five people from a single company in to spend time with small groups of students.
  - ✓ Explore connecting Industry Advisors as Career Mentors.
  - ✓ Use employers to recruit other employers.
  - ✓ Cast a wider net than your current industry partners. Identify potential mentors that your students would want to connect with and learn from.
- ☐ Help Career Mentors understand and support the P-TECH WBL approach.
  - ✓ Share the P-TECH Professional Skills Fact Sheet with the Career Mentor.
  - ✓ Share what the focus is in the classroom on a regular basis.
  - ✓ Encourage Career Mentors to talk about the Professional Skills with their mentee, and support and connect to what's going on in the classroom.