MERGE MENTOR GUIDE

As a Merge Mentor, you have the opportunity to connect with an Auburn University student and guide their personal and professional development. You are encouraged to draw from personal experiences and industry knowledge to share insight with your mentee, answer questions, and provide support. Please review the items below before signing up:

**Program Requirements:**
- Meet with your mentee at least once a month for at least one hour throughout the semester.
- Work with your mentee at the start of the program to establish a plan by completing this checklist.
- Prepare for each meeting by reviewing the website after your mentee notifies you of which topics they would like to discuss.

**Preparing for Meetings**
- The monthly discussion topics are based on the eight NACE (National Association of Colleges and Employers) career readiness competencies: Communication, Teamwork, Leadership, Career and Self Development, Technology, Equity and Inclusion, Critical Thinking, and Professionalism. These are the skills employers are seeking in new hires, so we encourage you to help your mentee assess, develop, and articulate these competencies in your meetings. Through the mentoring relationship, students can learn the importance of the competencies while gaining insight into how they can be developed and applied within their desired career industry.
- To enhance your discussions you can visit the current mentors page to
find a definition, reflection questions, suggested activities, additional resources, and example discussion questions for each competency. We ask that you familiarize yourself with the competencies and identify relevant advice, stories, and insights.

- We recommend that you discuss at least two competencies per month with your mentee to stay on track. When setting up meetings, be sure to ask your mentee which competencies they would like to discuss so both parties have time to prepare.
- Allow your conversations to develop organically and feel free to discuss any other professional development or industry-specific topics of interest.

Approved Merge Meeting Types
1. Video conferencing – Zoom, Microsoft Teams, Google Hangouts, etc.
2. Phone call
3. In-person at professional locations (on campus, mentor’s office building, coffee shop, etc.).

Emailing your mentee is approved throughout the program, but it does not count towards the required monthly meetings.
AGREEMENT

Please read the following requirements for participation in the Merge Mentorship Program. If you agree to the terms, please complete and electronically sign the survey (aub.ie/mentorsignup).

• The Merge Mentorship Program is intended to connect industry professionals and students to discuss personal and professional development. Mentee agrees not to ask Mentor for a job during the course of the program.

• The mentorship will begin when the program coordinator introduces the Mentee and Mentor via email and will finish at the end of that semester. There is no requirement or pressure to continue the mentorship at the conclusion of Merge, but the Mentor and Mentee can mutually agree to continue the mentorship beyond the program.

• The Mentor and Mentee will meet via one of the approved meeting types at least once per month for at least one hour.

• The Mentee and Mentor will create a communication plan at the start of the program and commit to honoring that plan throughout the program. The Mentee will accept all assistance, guidance, and support provided by the Mentor with respect and appreciation and ensure that all eight competencies are covered.

• FERPA regulations apply to all discussions between the Mentee and Mentor; therefore, all discussions will be kept confidential unless both parties agree otherwise.

• All meetings will be professional and appropriate in nature via approved Merge meeting types.

• The Mentor and Mentee will complete all surveys distributed to them.

• If either party chooses to end participation in the program, the program coordinator must be notified at least one week prior to the projected termination date.