



Capital Region Human Resource Association



Human Resources (HR) Mentoring Program

Overview and Program Objectives:

The HR Mentoring Program is designed to foster stronger professional one-on-one relationships between students and HR professionals. The program offers a structured setting where seasoned professionals can build student awareness about the HR profession and assist students with developing the skills necessary in order to be successful within the HR field.

The HR Mentoring Program will achieve the following:

- Allow students to gain a thorough understanding of all aspects of the HR field
- Provide professional networking and career opportunities for the HR students
- Gain real life HR experience by interacting with seasoned HR professionals
- Increase student interest and involvement in the HR community
- A realistic aspect to academic coursework

The Mentor Benefits:

- One (1) free CRHRA meeting (breakfast, lunch or dinner) attending with their student
- Personal satisfaction and professional development
- Recognition for you and your organization
- Exposure to new ideas from the student curriculum
- Develop coaching skills
- Resume builder
- Career opportunities for students within your company

Procedures:

- 1) The program will be facilitated by the Student Chapter Committee members throughout the year.
- 2) Interested students will submit an application to their school's Student Chapter Coordinator- a member of the Committee. If the student doesn't know who their Student Chapter Coordinator is please contact the Student Chapter Chair at students@crhra.org.
- 3) The Committee will review recommendations and select the professional mentor for the student.
- 4) The Committee will notify the mentor and student who they have been matched up with along with their contact information.
- 5) The mentor will initiate a meeting with the student to discuss a program and student objectives within one week of being selected and notified as a mentor.
- 6) The mentor and student will arrange a schedule to work together for either one or two semesters.
- 7) The mentor and student are encouraged to communicate bi-weekly via phone, e-mail and/or person.

In order to achieve mentoring objectives, the mentor and student can take part in the following activities:

- Lunch with the mentor, student and several other HR professionals- discuss current trends/HR in the news, articles, legislation
- Mentor and student attend a professional CRHRA meeting, or other capital region professional business meetings, or a HR training session together
- Mentor provides job shadowing opportunities to the student
- Mentor works with the student to set-up internship and/or career opportunities
- Students consults with mentor about HR course curriculum or career direction
- Mentor assists student with resume and/or offers suggestions for improvement
- Mentor assigns special HR project
- Arrange for the student to observe a mentor's staff or committee meeting.
- Mentor arranging for a student to visit their company's suppliers, clients or others outside of the organization.
- Mentor teaching and reviewing their company's annual report. Discuss the meaning and implications of the financial information.

In order to meet mentoring program objectives, mentors and students are encouraged to participate in at least three activities throughout the mentorship.

Students should try to schedule meetings in advance during each academic term. Under no circumstances the student will cancel a meeting with their mentor unless there is an emergency situation.

Mentors may receive invitations to their student's functions and special events. Participation is welcomed.

Student Requirements:

- Must be an active CRHRA student chapter member
- Must actively participate and support student chapter events
- Must be a full-time or part-time student in good academic standing. "Good academic standing" is according to the guidelines set by their school.
- Must complete a student enrollment form and have a Department Advisor, Professor, or Career Services Professional sign off on the application.

Mentor requirements (mandatory for Mentors):

- Must be an active member of CRHRA and/or national SHRM member
- Must actively participate in and support professional CRHRA events
- Possess 3-5 years of human resources management experience, preferably within a leadership role.
- Must be willing to commit to the mentoring program for a specified period of time

Program Evaluation:

To ensure that program objectives are being met, the Student Chapter Coordinator will maintain regular communication with all parties by:

- Follow-up with mentor and student within two weeks to ensure that initial contact took place via phone, person, and/or e-mail. Thereafter the Student Chapter Coordinator will follow up each month.
- Request a program evaluation to be completed by all participants to evaluate mentoring experience and to discuss ways to improve the program
- Request a written summary from all participants on outcome and success of mentoring experience

The evaluation will allow the Student Chapter Committee to review any feedback obtained from all parties and determine overall program effectiveness.