

# College of Nursing Alumni & Student Mentoring Program

## Timeline & Suggested Conversation Topics

These are topic suggestions and talking points to consider and should be adjusted based on your mentoring relationship and when you get matched.

### September/October

#### Mentor and Mentee are Matched // Get to Know Each Other

- Students will be notified via the Alumni Connections online community that they've been matched with an alumni mentor.
- Students are required to reach out to their mentor, through the online community, within one week.
- Once contact is made, scheduling should be discussed (best days, best timeframe, and first meeting date).
- Alumni mentors: will also be notified if you've been matched. Within one to two weeks, you will be contacted by your student, through the online community. If you should fail to hear from them by early September, please send an email to: [alumni@unmcalumni.org](mailto:alumni@unmcalumni.org).
- Discuss your backgrounds and get to know each other.
- Discuss needs, expectations, goals, and objectives for the mentorship experience.
- Share with your mentor what your nursing education has been like as a way of updating them on the process. Consider discussing your biggest takeaways thus far in addition to the areas you still feel you need the most improvement in or the most additional experience.
- Discuss the mentee's career interests and goals (Consider planning SMART goals).
- Discuss and list the mentee's talents, skills and interests.
- Discuss the mentor's educational background and educational preparation.
- Establish next meeting time and date.
- Each person: please remember to fill out the brief post meeting [survey](#).

## **November/December**

### **Career Preparation**

- Exchange resumes with each other and mentee provide a cover letter to your mentor for critique.
- Talk about networking and maintaining connections.
  - Mentors: Share any tips that work well for you. Encourage your mentee to make a new connection in their professional network this month. If applicable, suggest individuals they would benefit connecting with and advise them on how to approach that conversation.
- Discuss professionalism and etiquette
- What professional standards exist in the field?
- Dress code, dining, networking, time-sensitivity/urgency, etc.
- Establish next meeting time and date.
- Each person: please remember to fill out the brief post meeting [survey](#).

## **January/February**

### **Professional Development Opportunities**

- Discuss being involved in national honor societies, student nurse association, etc. What are the benefits of being involved?
  - Mentors: share any professional resources or associations you are aware of or a part of.
  - Discuss using organizations to expand your network
- Discuss other professional development activities (community volunteering, etc.)
- Complete a virtual interview together and then review and discuss.
- Discuss student strategy for attending career fairs/expos.
- Discuss interviewing etiquette.
- Email and communication etiquette.
- Following Up (thank you notes).
- Establish next meeting time and date.
- Each person: please remember to fill out the brief post meeting [survey](#).

## March

### NCLEX Preparation

- Mentors
  - Encourage your mentee to feel prepared and calm as they look toward taking their exam!
  - Provide any relevant advice for the NCLEX and standardized testing.
  - Discuss maintaining wellbeing, avoiding burnout, helpful tips to create school/life balance.
- Mentees:
  - Share what areas of strength you feel you possess or any areas you feel you need to focus on.
- Together:
  - Discuss testing experiences.
  - Discuss test preparation strategies.
  - Establish next meeting time and date.
  - Each person: please remember to fill out the brief post meeting [survey](#).

## April

### Preparing for the Future Post Graduation

- Mentors:
  - Discuss the transition from school to work
  - Discuss licensure requirements and offer any guidance
  - Discuss advancement within career
  - What are the future trends and developments that you see affecting careers in the nursing field?
  - Is there a formal mentor program set up in your workplace?
  - Discuss final recommendations for your student as a summary of the mentorship experience.
- Together:
  - Reflect on your experience! What have you learned? What was your biggest takeaway?
  - Ask each other what your thoughts are about continuing your mentor/mentee relationship into the future and set expectations if you do continue forward.
  - Each person: please remember to fill out the brief post meeting [survey](#).