



**ASES Mentor Match 6-Month Program
Suggested Monthly Activities**

Month 1 - Focus: Learn About One Another

- Introduce each other, so you both know more about your background and goals
- Discuss your mutual understanding of the mentoring process and what you hope to get out of the relationship.
- Discuss any boundaries of the relationship (confidentiality, etc.).
- Determine how often you will maintain contact with each other (ASES recommends one hour each month for six months total)
- Establish times for regularly scheduled communications.

Month 2 - Focus: Plan Your Goals

This could be a good time to dive deep into setting goals. Maybe you'd like to fill out these tables before or during your mentorship meeting:

Mentee Goal Examples:

- Learn from one's mentor sharing stories of professional successes and challenges; an opportunity to gain skills necessary for professional success; explore other career opportunities; expand knowledge of job search skills, receive input on interviewing techniques; gain insight into networking

My Goals:	How will I work to achieve this goal with my mentor?
1.	1.
2.	2.
3.	3.

Mentor Goal Examples:

- Gain perspective and/or spark new ideas from connection with their mentee; an opportunity to grow as a leader and increase skills in guidance, coaching, and active listening; experience satisfaction from supporting someone in the field; pay forward the support one has received from others in one's own professional development, etc.

My Goals:	How will I work to achieve this goal with my mentee?



1.	1.
2.	2.
3.	3.

Month 3 - Focus: Halfway Check-in Discussions

Suggestions for Mentees:

- This can be a good time to address how the timeline you set up with your specific career goals is going.
- You may want to ask your mentor the following questions:
 - What was their first job and career path?
 - What are some best practices for finding a job in the specific field you're looking for?
 - How to balance work and personal life?
- You may also want to discuss possible internship opportunities you would like to explore to achieve your career goals.

Suggestions for Mentors:

- You may want to help your mentee further refine their academic, personal, and/or professional goals.
- Consider reviewing your mentee's resume or assisting in preparing one.

Month 4 - Focus: Building an Outstanding Resume

Suggestions for Mentee

- Do not worry if you don't have a resume yet! If you'd like your mentor to assist you, you may want to check out various templates online and create a draft for your mentor's review.
- If you already have one, you may want to send it to your mentor for review to see if they have any suggestions or feedback

Suggestions for Mentor

- Do you have a resume or CV? It may be helpful to send it to your mentee for their review.
- You may check out the [Do's and Don'ts of Resume Writing](#) by the University of Maryland, Baltimore County, so you can share this information with your mentee.
- Help your mentee create a list of all the appropriate accomplishments and activities that should go on their resume.



Month 5- Focus: Networking and Career Resources

Suggestion for Mentees:

- Is there a specific conference that is coming up that sparks your interest? If so, you may want to work together to fit attendance into your schedule and attend the conference together.
- If a conference doesn't work out, there are a lot of virtual/in-person networking events one can be a part of. Consider doing some research and bringing this up with your mentor.

Suggestion for Mentors:

- As a follow-up to the conference or networking event, you both can have meetings that give the mentee a chance to discuss what information was gained, how it aligns with their goals, and how that information can be put into practice
 - As you may know there are some factors in attending a conference: time commitment, cost, and alignment with the purpose of the mentoring program or mentoring goals. With that said, you may need to be selective of the conference you select.
- If a conference doesn't work out, consider exploring networking opportunities with your mentee and see if you would be interested in attending virtually or in person.

FYI - ASES hosts a National Solar Conference each year, and members who attend or present receive a significant discount. Be sure to check out more details here: ases.org/conference. As always, please let me know how things are going or if you have any questions/suggestions.

Month 6 - Focus: Next Steps

Suggestions for Mentees:

- You may want to clarify with your mentor about the next steps.
- Any sustainability or renewable energy articles that sparked your interest? You may also want to explore and listen to Ted Talks, podcasts, or webinars that interest you. You may want to use them as a starting point for a conversation with your mentor. Focus on what resonated with you and how that could impact the work you are trying to do through mentoring.

Suggestions for Mentors:

- Is there a specific book you may have in mind for the mentee to read?
- Are there videos you recommend the mentee to watch and discuss for this month's meeting?



- Do you have a favorite Ted Talk? Suggest that your mentee watch it and then discuss it together. What made it so special to you? How can it pertain to your mentoring relationship?

I also suggest this last month can be about wrapping up some of the unfinished conversations you've been having. Maybe you both want to connect via LinkedIn or schedule a time to reconnect in the future. If you want to continue with the Mentor Match Program, please let me know and keep me informed.