



Young  
Professionals  
Washington  
Policy Center

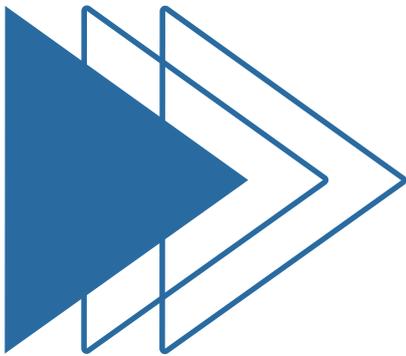
# Mentorship Program

# MENTOR & MENTEE GUIDEBOOK

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For more information contact Young  
Professionals Director Lia Knight at:  
[lknight@washingtonpolicy.org](mailto:lknight@washingtonpolicy.org)  
or  
(206) 937-9691

# PROGRAM INFORMATION



## Overview

Ensuring the next generation of our state's leaders are fully equipped to handle the challenge of leading and advocating for public policy solutions, the YP Mentorship Program serves to pair members with WPC's vast network of business, politics, policy, and non-profit leaders.

Our program is designed to connect Young Professionals Gold Members with WPC Board of Directors members and donors. Mentees have the opportunity to develop their skills, knowledge, and personal strengths, whether for career advancement and/or personal and professional development.

## Structure

- The program is structured for mentees to meet one-on-one with their mentors throughout the course of one year.
- Meeting location, time, and frequency is up to each pair to decide. Monthly or at least quarterly meetings are encouraged.
- For additional meeting and networking opportunities, there will be WPC events throughout the year open for both mentees and mentors to attend.
- Each mentor can decide how they would like to structure their meetings. Ideas and best practices are included in this guidebook.

## Contact

The primary objective of the WPC YP Mentorship program is to foster professional relationships and guidance around career-related topics, not to serve as a job search or informational interview platform. Throughout the course of the program, please direct any questions to:

Lia Knight

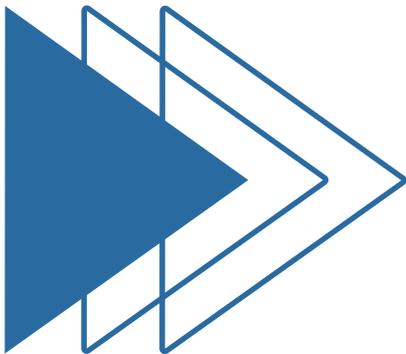
Young Professionals Director

[knight@washingtonpolicy.org](mailto:knight@washingtonpolicy.org)

(206) 937-9691



# MEETING LOGISTICS



## Space

Meetings can take place wherever is most convenient for each mentor and mentee pair. Feel free to utilize local coffee shops and office spaces.

## Structure

Your first meeting is a great time to:

- Get to know each other.
- Discuss goals and topics of interest for remaining meetings. Included on the following pages are some conversation suggestions, but it's ultimately up to you how you'd like to structure your sessions.
- Develop a communications plan. Let each other know your preferred communication method (email, Facebook messenger, Slack, or anything else you'd like to use) so that you can communicate about upcoming meeting dates.

## Duration

The Mentorship Program runs one year long. Meeting frequency and time may vary from each mentor/mentee match depending on what your schedules allow. We suggest meeting monthly or quarterly and for each meeting to last approximately one hour.

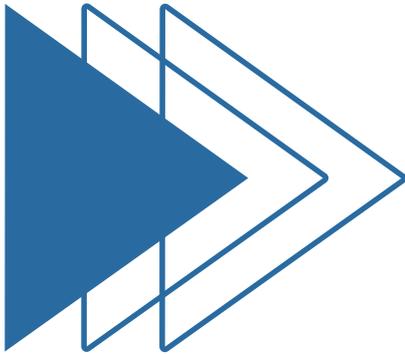
## Your Job

Your role as a Mentor is to:

- Provide guidance and advice to your mentee
- Serve as a sounding board
- Offer encouragement, support, focus, and skills training



# MEETING LOGISTICS



## Progress Reports

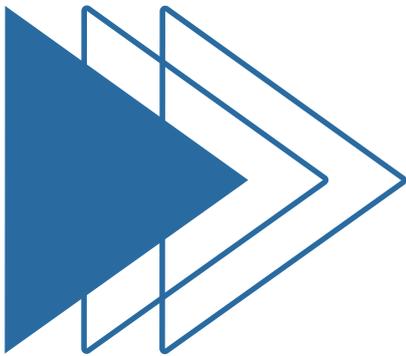
You and your mentee will both be asked to complete progress reports with YP staff via email on the following dates.



During each progress report, you'll be asked to provide a brief summary of what you've discussed thus far, highlights from your meetings, progress made, and any concerns you may have.



# TOPICS & QUESTIONS

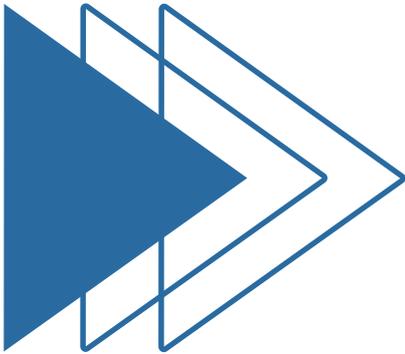


## Mentor Experience & Story

- Tell me about yourself. How have your past experiences shaped who you are today?
- How have you grown from your first job into your current position?
- What are some highlights of your career?
- Did you change your career plans after you graduated college?
- What experience(s) from your pre-professional life best prepared you for your career?
- How did you know that your organization and your role there was a good fit for you?
- When you were in college, would you have imagined yourself working where you do today?
- If you could go back to the beginning of your career, what would you do differently and why?
- What is your greatest professional success, and biggest failure? How did you overcome it?
- What jobs have you held, and what are the most important lessons you've learned from each of them?
- What do you think was the most impactful moment or realization in bringing you to where you are in your career?
- What is the biggest or most influential "mistake" you've made in your career, and what did you learn from it?



# TOPICS & QUESTIONS

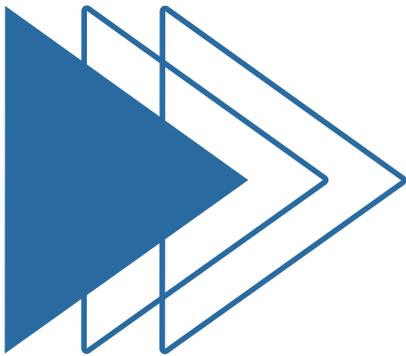


## Mentor Experience & Story (Continued)

- How long did it take once you graduated college for you to feel successful in your career?
- What personal traits and characteristics do you value most in yourself and others?
- What in your experience contributes to your beliefs, values, and goals?
- How did you know what type of job you wanted to pursue coming out of college?
- In your past roles, did you ever feel insecure about your qualifications or your ability to be successful in the role?
- How do you reconcile these thoughts and find confidence?
- How long did it take you to realize what you wanted to do, and what was that "ah-ha" moment?



# TOPICS & QUESTIONS

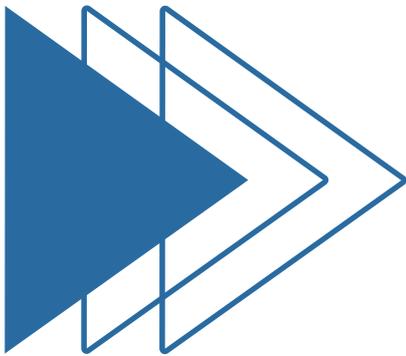


## Job Search

- What was an experience that shaped your background and contributed to you landing your first job?
- What experiences did you find important to emphasize while in the process of finding and getting your first job?
- Would you recommend applying to jobs solely in your desired field, or is it smart to look at jobs in large organizations and transfer into another department after spending some time there?
- What kind of statements can make a candidate stand out in an interview?
- What is the best interview question you've ever been asked and how did you answer it?
- If you could go back and give yourself one piece of advice about the search process, what would it be?
- What kind of experiences should I seek out now to be prepared for interviews and job applications?
- What gives someone that extra edge to get interviewed or hired?
- Do you have any tips/suggestions about how to impress during interviews?
- How did you prioritize extracurricular involvement when creating resumes and cover letters and interviewing with potential employers?
- When you were looking for your first job out of college, what aspects of your life and experiences did you play up the most, besides your prior work history?



# TOPICS & QUESTIONS

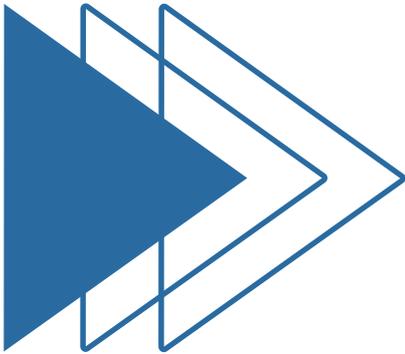


## The World of Work

- What does a typical day at work look like for you? What do you most look forward to each day?
- What projects are you currently working on, and do they relate to your personal hobbies or interests?
- What is your favorite workplace memory?
- What do you enjoy doing? How do you achieve work-life balance?
- Do you feel supported by your coworkers and boss?
- What qualities or qualifications do you look for in a potential collaborator?
- What advice would you give to your college self looking to make the transition into the working world?
- Do you meet with coworkers outside of work hours, casually? If so, how often?
- Do you find that your hobbies correlate to the skills you utilize in your job?
- What motivates you to come to work every day, and continue to stay motivated as you face challenges?
- How do you rejuvenate if you feel burned out after a long or hard day at work?



# TOPICS & QUESTIONS

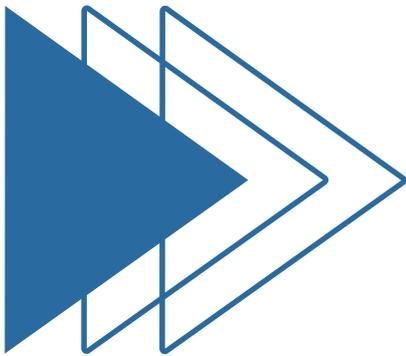


## Organizational Culture

- What are some personality traits you see in employees that allow them to be extremely successful in social and work life at your organization?
- How has working at your organization shaped you, and how do you think you've impacted the workplace and its culture?
- How much does your organization look at your potential for future growth within the company?
- What are the core values at your organization? How are they practiced daily and how do workers embody these?
- How do your organization's culture and values align with your values?
- Where do you see your organization in 10 years?
- Why did you choose to work at your organization? Why did you choose your particular position?
- What is your favorite part of working at your organization? Least favorite?



# TOPICS & QUESTIONS



## Activities

- Incorporate a combined meeting with another mentor/mentee pair you know.
- Mentor gives feedback on mentee's resume.
- Mentee practices responding to common interview questions, and mentor gives feedback.
- Mentee writes down the information they'd like to share in an "elevator pitch" when they meet new people.
- Mentor can show mentee different work spaces and communal areas of their organization's offices. It's also great to include fun or interesting spaces that are unique to their organization.
- Mentor sends out an article or shares a video, to be discussed at an upcoming meeting. This can be industry news, a blog post about a career topic, a headline about your organization, or an article you found interesting or helpful in your own career.

