



SHRM STUDENT MENTORING PROGRAM

This program was established to build a strong relationship between the Students in the SHRM Student Chapters in Rhode Island and the Professionals of the RI SHRM state chapter. Students and Professionals will be matched up in one-on-one relationships so that they can learn valuable information from each other and meet fellow students and professionals who are in the field of HR.

Making matches

- Interested Students fill out a Student Profile/Interest Form that expresses what their areas of interest are in both the field of HR as well as personal interests and home town. This will also include their schedule of availability.
- Professionals are recruited by the RI SHRM College Relations Director, designated College Relations Committee members, and the RI SHRM Board to sign up as mentors.
- The College Relations Director, designated College Relations Committee members, and the SHRM Student Chapter Presidents will work together to make the matches. The RI SHRM College Relations Director will send an email to all participants communicating who is matched with whom.
- The Students and Professionals will be strongly encouraged to attend a kick-off event that the College Relations Director and Committee members, and Student Chapter E-Boards organize in collaboration with Student Chapter Faculty Advisors. If one or both cannot attend, the Student will be required to call the Professional and arrange an in-person introductory meeting. Funding for the event will be sought through requests for sponsors and potential student chapter funds.

Expectations and Goals of the Program

- To establish a strong feeling of connectedness between the two chapters
- To have the Professional and Student discuss:
 - courses to take from among those that are available as options
 - current HR topics to read up on and be familiar with
 - how to construct a well-designed resume
 - the interview questions that the Professional asks and what some of the best possible answers are
 - what activities and roles in college will give them a leg-up on other candidates who are competing for the same jobs
 - beyond knowledge in the field, what other traits and characteristics are employers looking for in HR professionals
- To have the Professional:
 - Discuss at each meeting the current issues and projects that she/he is working on, the strategies being used, and the legal issues that are under consideration
 - Introduce the Student to many other Professionals in the field
 - Introduce the Student to several other workers at the Professional's organization
 - Give guidance and advice that will help the Student in securing their first professional HR job
 - Make contacts with other SHRM chapters in cities where the Student would like to look for employment and help the Student find out the best way to make contact with professionals from those chapters
 - Attend at least one student chapter meeting with the Student



- To have the Student:
 - Learn what path the Professional followed to get into the field of HR
 - Learn the places that the Professional's organization and other companies seek out candidates for HR openings
 - Bring information to each meeting about what HR topics are currently being discussed in class, and discuss with the Professional how those topics translate into issues with their organization

Structure

- To be eligible, the Student must be:
 - a registered member of the student chapter;
 - enrolled in a HR program (degree, minor, or concentration) or is interested in the field of HR;
 - a member of RI SHRM.
- The Student and Professional will usually meet at the Professional's worksite or communicate by Skype, phone or text at least once per month and preferably for a total of one hour per month. For at least one of the meetings, the Professional should invite other people from his/her HR Department for networking opportunities. A shadow visit(s) can be substituted for one or more of these meetings.
- It's very important that these required monthly meetings occur. If either person cannot attend, the meeting must be rescheduled.
- We strongly encourage the Professional and the Student meet at the RI SHRM meetings that occur during the Mentoring program timeframe. We would like the Professional to introduce the student to other professionals, and also introduce him/her as a guest at the start of the meeting.
- The required monthly meeting between the Student and Professional should be a conversation, not an interview. In other words, Students are not expected to interview the Professional – rather, we would expect both individuals to engage equally in the discussion.
- The Mentoring Period would usually run from late October through early May; if a student will be in Rhode Island for the summer, we would encourage it to run through the end of June. If a student is graduating in December, he/she can participate if we can find a mentor who is willing to participate for just those three months.
- If there are more Students than Professionals who are interested in participating, students who have not yet had a Mentor under this program will be given first consideration. Also, students who were an Active Member of the chapter in the previous semester will be given consideration before those who were not. A random drawing may need to be made among eligible students if there are not enough Mentors to match up with the interested students. As an alternative, if students and mentors approve, two students can be matched up with one mentor.
- Mentor pairings will usually be made in mid October of each year. The student chapter will coordinate a Social Event near the end of October; all participants are asked to be there.
- RI SHRM will make an annual determination of potential funding available for recognition of Professionals who were active throughout the program year. Students will be asked to provide the Professionals with a hand-written note of thanks on the last day the two will be together. A Certificate of Recognition will be presented by the RI SHRM State Chapter Director at the September meeting after the close of the mentoring period, which will also be an opportunity to remarket the Mentoring Program to Professionals.
- If a situation arises for the Professional that they can no longer participate in the program, the Professional will notify the chapter liaison and she/he will work with the RI SHRM College Relations Director and Board to make efforts to identify a new Professional to work with the Student. If a situation arises for the Student that they can no longer participate in the program, the Student Chapter President will make a contact to the student members to see if anyone is interested in filling the spot. In either situation, if a new person is identified, the chapter liaison will make arrangements for the individuals to meet and go through the program's parameters.
- We recognize that in any one-on-one relationship, one individual can experience a situation with the other that is frustrating, disappointing, or that creates awkwardness or discomfort. If this occurs to a Student, she/he



needs to meet with the Student Chapter President. If this occurs to a Professional, she/he needs call the Chapter Liaison. The Student Chapter President and Liaison will meet to determine the best way to move forward and give assistance to the situation.