

Pamplin MBA Career Mentoring Program | Fact Sheet

Introduction to the Pamplin MBA Career Mentoring Program

The Pamplin MBA Career Mentoring Program connects current Pamplin MBA students and MBA alumni through a mentoring relationship. For students in all MBA programs (full time, PMBA, EMBA and EvMBA), this mentoring relationship is designed to assist in the formation and development of academic and next step career goals. For alumni, the program provides a means by which to stay connected to Virginia Tech and the MBA program, as well as the opportunity to share experiences and contribute to the success of current Pamplin MBA students.

Goals of the Program

1. To enrich the student experience by enhancing student coaching and career growth opportunities
2. To link students and mentors according to their career interests and facilitate networking
3. To differentiate the Virginia Tech MBA program from others in the Virginia market by maximizing the strong Pamplin MBA alumni base
4. To strengthen alumni ties to the MBA program, grow the alumni network and build goodwill in the business community

Time Commitment

Estimated overall time commitment is approximately 10 – 15 hours per calendar school year (September thru April). This includes both in-person meetings and email and/or phone communications. The mentor and mentee will mutually agree upon contact frequency (on average two-to-three contacts per semester).

Registration Process

A Career Mentoring Program survey will be sent via email to all students during the fall semester. Simply fill out / submit the survey and you will be officially registered for the program. Alternatively, you can contact Beverly Griffin (bgriff75@vt.edu) in Program Support and she will send the survey link directly to you for registration.

The information collected in the survey will be used to assist in the matching process to best pair students with participating alumni of similar career backgrounds.

The Initial Contact

Once partners have been matched, information will be sent to each party, and the mentee will be expected to contact the mentor as soon as possible. This initial contact should be an informal, “get to know you” session.

Goal Setting & Planning

After the initial contact, partners should discuss the following issues together:

1. What do you expect from this relationship?
2. What forms of contact are acceptable to use to communicate with one another?
3. How often would you like to communicate or meet?
4. Where should these meetings take place?
5. What confidentiality items do we need to discuss?
6. In the event that the relationship doesn't develop as hoped by either party, we may dissolve it amicably and perhaps develop a new relationship with another participant in the program.

Roles and Responsibilities

<i>Mentee-Driven:</i>	<i>Mentor-Guided:</i>
Establish development goals	Support development goal setting
Manage the meeting process	Support the meeting process:
Schedule meetings	Facilitate the scheduling of meetings, make calendar available
Develop meeting agendas	Suggest meeting agenda items
Provide pre/post meeting communication and appropriate follow-up	Provide post meeting communication and appropriate follow-up
Willing to take a risk – try something outside the comfort zone	Listen, observe, and be a sounding board
Give and be open to honest feedback	Provide feedback and action plans for improvements
Evaluate progress against goals and revise, as needed	Ask and guide, rather than tell and direct
Apply key learnings through action planning and follow-up	Encourage action planning to support application of key learnings

Ideas for interactions with a mentor:

- “Shadow” the mentor or other professionals in roles appropriate for the mentee following graduation.
- Attend staff / project meetings. Observe a board meeting.
- Tour the company.
- Have meetings arranged with various departments (Marketing, Finance, HR, Operations, IT, Research, Corporate Planning, etc.).
- Invite mentee to participate in company training and professional development programs.
- Participate in mock interviews with Human resources.
- Arrange for mentee to take skills / aptitude tests given to prospective professional candidates.
- Attend professional meetings, luncheons or banquets sponsored by the company.
- Participate in an actual business project or use the company as a case study or independent study for class.
- Review and offer advice on resumes and approach letters. Coach him/her in preparation for interviews.
- Help the student identify target companies for his/her job search.

In-person Meetings

Mentors and students are encouraged to meet in-person and should plan to take advantage of advertised student/alumni mixers as an opportunity to get together.

Program Evaluation

Feedback gathered from mentee and mentor survey instruments will be reviewed on a regular basis in order to acquire ideas for improvement. Therefore, slight changes in the operation and/or requirements of the program may be altered over time.

Contact Information

If you have questions or comments about the Pamplin MBA Career Mentoring Program please contact Beverly Griffin, Administrative Assistant to the Associate Dean, at bgriff75@vt.edu.