**Springfield Area Human Resources Association**

**MENTORING PROGRAM**

**Guidelines**

The SAHRA Mentoring Program is designed to enhance relationships between students in the SHRM Student Chapter and professionals in the SAHRA Chapter. The Mentoring Program will strive to *advance the profession* by allowing professional members to share their knowledge, skills and expertise with students who wish to develop a career in Human Resources.

Mentor Guidelines:

* Must be an active member of SAHRA and/or SHRM
* Must actively participate and support SAHRA chapter events
* Must be a current HR practitioner, consultant or academician
* Must be willing to serve as a mentor for one academic semester
* Must complete a mentor profile and submit it by the deadline

Student Guidelines:

* Must be a member of a Student SHRM Chapter
* Must be a full-time or part-time student with at least a 3.0 cumulative GPA (or receive special permission form SHRM Student Chapter Faculty Advisor)
* Must submit a completed student application by the deadline

Program Requirements:

* Students who are selected and paired with a mentor must make the initial contact with assigned mentor within one week of assignment
* Students and mentors should complete at least two of the suggested activities (listed below) during the Program

Suggested Activities:

* Mentor and student attend a SAHRA monthly meeting together
* Mentor and student attend a SHRM Student Chapter meeting together
* Mentor invite student to a company training program, safety meeting, staff meeting, wellness fair, benefit fair or other company event
* Mentor invite student to other professional organizations, committee meetings, etc
* Mentor invite student to job shadow for half or full day
* Student invite mentor to lunch, sporting event or other events on campus

Suggested Topics for Discussion:

* Resume writing, interviewing skills, etc.
* Common employee grievances and issues such as sexual harassment, substance abuse, etc
* Other HR issues such as recruiting, retention, training, best practices, labor relations, FMLA, ADA, Workers Compensation, etc.
* Proper business and telephone etiquette and corporate protocol
* HR career paths
* SAHRA Mentoring Program