



SHRM RGV (Chapter 390) MENTORING PROGRAM Guidelines

The SHRM RGV 390 Mentoring Program is designed to enhance relationships between students in the SHRM UTRGV (Edinburg Campus) Student Chapter and professionals in the RGV SHRM 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 SHRM RGV 390
- Must be a current HR practitioner, consultant or academician
- Must be willing to serve as a mentor for at least 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 2.5 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 RGV SHRM monthly 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
- RGV SHRM Mentoring Program