

## 2023 - 2024 Host Company / Professional Mentor Guidelines Diversity Professional Leadership Network (DPLN)

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### Goals of the Program

DPLN is a competitive credit-bearing externship opportunity designed for under-served/underrepresented Stony Brook University students. The main purpose of the externship is for students to gain first-hand insight into a career or industry of interest. By working with a professional mentor, each student sets learning goals with guidance from the faculty sponsor and works with the program supervisor throughout the year to achieve them. During the semester, students will reflect upon their learning experience through journaling, conversations with their professional mentors, and one-on-one coaching appointments with the program supervisor. Students will have an opportunity for both personal and professional growth, as well as gain a better understanding of a career field from an insider's perspective.

### What are the employer benefits?

- Source candidates for upcoming job & internship openings
- Enhance employer brand on campus by providing Professional Buddies (PB)
- Focus on diversity recruiting initiatives on campus

### What are the employer participant obligations?

- Provide Professional Buddies / Candidate Selection
- Provide job search preparation & leadership development (Reserved for SB Career Center Partnership Council Members only)

### There are 2 components of the DPLN program:

- Job/Internship Preparation: Professional Buddies assist with this process through their ongoing communication with DPLN students. Each Professional Buddy provides their mentee(s) with advice and encouragement regarding their job/internship search process.
- Leadership Development: Employer partners provide leadership development support through presentations and panel discussions. Professional Buddies do not participate in these activities.

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### Employer / Host Company Participation

The DPLN program is designed to be a pipeline program for employers' diversity recruiting initiatives. Each employer participant will commit to the Candidate Selection Process and Professional Buddy requirements. Please note that students are NOT obligated to take any offers from DPLN host companies.

### Employer Candidate Selection Process Commitments:

- Selecting the number of student candidates
- Ensuring that each student will be interviewed for an internship or full-time position
- Providing each of the selected student(s) with a Professional Buddy (mentor)
- Providing each student with a job shadow experience at company/organization site
- Providing placement data to the SB Career Center

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### Professional Buddy Guidelines

DPLN students are eager to learn more about their career interests through the eyes of their DPLN Professional Buddies. The goal is to create a professional yet comfortable environment for the students to ask questions and learn from your experiences as professionals. Below are suggestions and guidelines for your ongoing communications with your DPLN student mentee(s).

## **Professional Buddy Responsibilities:**

- Attend the Host Company & Professional Buddy Welcome Event (Late August)
- Coordinate the Intro meeting with mentee (Late August)
- Attend the DPLN Opening Networking Event (September)
- Scheduling at least one job shadow day (October)
- Attending the Mid-Year Review – Professional Buddy & Student Event (December)
- Attending the SB Career Center Partnership Celebration at Stony Brook University (May)
- Communicating regularly with assigned DPLN student(s) in person or via phone, email or text
- Providing ongoing industry knowledge/career tips/advice
- Communicating candidate readiness to company/organization recruiter

Communicate regularly with your DPLN student mentee(s) – Bi-weekly is suggested.

- Communication style and frequency are generally left up to the mentor/mentee pairs, but at least two connections should be made per month.
- Appropriate ways of contacting each other include in person, by phone, over email and through text or LinkedIn. Connecting through Facebook is discouraged.
- Appropriate face-to-face meeting locations include public places like your office, Starbucks, or the Career Center, etc. Personal homes or dorm rooms are not appropriate locations.
- Professional Buddies cannot drive students in their personal cars, nor can they ever receive a ride in a student's personal car.

Provide ongoing industry knowledge/career tips/advice

- Students expect to be able to learn about your job, how you received the position, your career path, etc.
- Provide ongoing advice and tips to help with the students' specific career goals.
- Provide or help the students with finding resources outside of your personal experience, e.g. professional contacts or career guides.

Job Shadow experience for the DPLN student mentee(s)

- This is absolutely required. Professional Buddies are expected to schedule a minimum of one job shadow experience. Arrangements are made between the student mentee and Professional Buddy and coordinated by the recruiting partners at your company.
- These can be half-day or full-day experiences, but a full day is preferable.
- The mentee can shadow the buddy only or rotate around the office to different positions.
- Students are allowed to shadow more than once

Communicating candidate readiness to company/organization recruiter

- Although each student is a candidate for their assigned company, the Professional Buddy's main role is to mentor, not interview the student mentee. The student must feel a separation between the mentoring process and the recruiting process! However, advice on how to be a better candidate is always appreciated.
- Providing feedback about the candidate to recruiters and to the Career Center is also highly recommended.
- If you notice your mentee needs career assistance, please contact the Career Center.

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## Professional Buddy Events (Both virtual and in-person)

During the pandemic we will host both virtual and in-person events. Event location will be shared in advance and we will follow the Stony Brook University pandemic guidelines which may change throughout the time span of the DPLN program.

### **Tuesday, August 22, 2023 / 6pm – 7pm: DPLN Professional Buddy/Recruiter Welcome Event (Virtual)**

- Designed to give an overview of the program and directions for the Meet & Greet event

### **Monday, August 28, 2023 – Friday, September 1, 2023: One-on-One Professional Buddy/Mentee Intro meetings (Virtual or In-Person)**

- Gives the mentor/mentee a chance to meet for introductions prior to the group meeting they will have at the DPLN Opening event. This meeting may happen in-person, phone, or zoom/Microsoft teams

### **Wednesday, September 6, 2023 / 6pm – 8pm: DPLN Opening Mentor-Mentee Networking Event (In-Person)**

- This is a required event for all DPLN Professional Buddies, employer partners, and students.
- We will be going over expectations from all parties involved, review, answering any questions, allow all the mentors and mentees from each company to connect with one another

### **Friday, October 20, 2023 / Time is based on host company: Job Shadow Day**

- Due to the pandemic, this event may be virtual. The recruiter from each host company will decide if in person or virtual and will coordinate the event.
- This is required and is coordinated by the recruiting contact at your company or directly between you and your DPLN mentee(s).
- Please make all attempts to host your student job shadow on the assigned date.

### **Friday, December 1, 2023 / 11am – 1pm: Etiquette Lunch (In-Person)**

- This event is designed to create a check-in event for students and mentors.

### **3rd Wednesday of Each Month / 12pm – 12:30pm (9/20/23, 10/18/23, 11/15/22, 1/17/24, 2/14/24, 3/13/24, 4/17/24: Professional Buddy Check-In Meetings (Virtual)**

- The webinars are designed as a group check-in and are NOT mandatory – join any or all of these events
- It provides Professional Buddies with the opportunity to learn from one another, and the DPLN staff with the opportunity to hear about ways we can improve the program for students and Professional Buddies.

### **Wednesday, May 8, 2024 / 4pm - 6pm SB Career Center Partnership Celebration**

- This is our end-of-the-year celebration, where we thank all employers, faculty and campus stakeholders who make this program possible.
- This also serves as a large networking event for employers, faculty, and campus stakeholders.
- Awards and recognition will also be given out to Professional Buddies and students at this event

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