

**MENTORSHIP**  
**PROGRAMMING GUIDE**



**Sigma Chi**  
**CAREER ADVANTAGE**

# MESSAGE FROM MEMBER ENGAGEMENT

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The purpose of this guide is to assist groups in establishing their own mentoring initiatives. Whether it be at a chapter or regional level, undergraduate to alumni or peer to peer, mentoring is a mutually beneficial experience for all participants' personal and professional development.

This guide contains outlines, samples, and suggested best practices based on the experiences of the SigConnect mentorship program, piloted in the 2023-2024 school year. Feel free to use as little or as much of it as you find helpful and relevant. Click on the titles in the Table of Contents to quickly jump to a specific topic.

If you are implementing a mentorship program, please let us know. We hope you find this resource valuable in your planning and execution process and look forward to hearing about your experience! Please contact us with any questions.

Sincerely,

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## ABOUT SIGCONNECT

The Sigma Chi Career Advantage facilitated a career mentorship program during the 2024-2025 school year. With over 100 volunteer participants, we gained significant insights into the planning and administration of a formal mentoring program. It is the ultimate goal of the Sigma Chi Career Advantage to provide every undergraduate brother with the opportunity to have an alumni mentor. This will be possible in the future with the implementation of technology solutions. Additionally, we look forward to creating more opportunities for organic member engagement, networking, and informal mentoring between all members.

To learn more about these and future initiatives, visit the Sigma Chi Career Advantage website:  
<https://sigmachi.org/sigma-chi-career-advantage/>.



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# ***BUILDING YOUR MENTORSHIP PROGRAM***

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## **GOALS & OUTCOMES**

It is important to determine your desired program goals and learning outcomes first to guide your decision-making throughout the planning process. The goals of the SigConnect program were to:

- Establish professional relationships between alumni and undergraduate members to facilitate and support career development
- Provide undergraduates with opportunities for education, development, and networking with professionals in their chosen career area
- Provide opportunities for alumni to connect with the Fraternity and contribute in meaningful ways to the career development of undergraduate members

The learning outcomes for the SigConnect participants were:

<b>MENTOR</b>	<b>MENTEE</b>
Further develop their leadership and communication skills	Determine and accomplish goals related to skills, strengths, knowledge, and experiences relevant to their unique professional journeys
Increase their self-awareness and engage in learning	Effectively receive and implement feedback on career development tasks and milestones
Strengthen their connection to the undergraduate members	Further develop their leadership, communication, and time management skills
Renew their energy and engagement with the Fraternity	Strengthen their connection to the alumni experience and Fraternity

## **PARTICIPANT RECRUITMENT**

Depending on your program, you may have your participant group built in or narrowed down, such as working with a specific undergraduate chapter or local alumni. We also suggest the following constraints and practices:

- **Class:** We recommend targeting your mentee group to junior-level students if you are working with undergraduate mentees.
- **Size:** We also recommend a mentee group of no more than 30 to ensure an achievable matching process.
- **Alumni:** Sigma Chi Headquarters can send you lists of alumni in a certain radius or from a specific chapter, along with contact information. Unfortunately, at this time we do not have the capability to include member career/industry or degree.
- **Social media:** There are several Sigma Chi Facebook groups as well as the LinkedIn group you can post in.

## **MATCHING**

The matching process can be time-consuming, so the clearer and more organized you are upfront, the smoother it will go. Consider the following:

- Limit your number of volunteers at this stage to avoid duplication and clerical errors

- Determine what category you will use for your matching criteria – industry, degree, location, chapter leadership, etc. We used industry for the SigConnect program and strongly recommend limiting the number of pre-determined options rather than a free response
- Export participant data into two Excel sheets separated by mentors and mentees

Knowledge of Excel was helpful for matching as we searched and filtered for keywords. Additionally, reviewing the participant’s LinkedIn pages was extremely helpful in understanding complex career journeys and gleaned more information about career goals. See Appendix for our Participant Registration Form and link to our Matching Template.

## PROGRAM STRUCTURE

Mentoring programs can range in formality and structure. SigConnect was a semi-structured program, requiring 4 meetings over the course of the year with suggested career and personal development topics. Consider the following factors for your program:

- Timeframe – Will there be a start and end date to the program, such as one academic year?
- Number of meetings – What is feasible in the time given? Is this suggested or required?
- Meeting format – Will meetings take place in person or virtually?
- Topics – Will you provide suggested topics or guidance on the conversations? See Appendix for ideas.

## PARTICIPANT EXPECTATIONS

It is crucial to establish shared expectations early in the mentor relationship to ensure mutual success. Participants may come in with preconceived notions about mentorship or the roles they are undertaking, so for the SigConnect program we created a Partnership Acknowledgement and Guiding Principles (see Appendix) defining mentorship, in addition to individual expectations:

MENTOR	MENTEE
Set a positive tone and level of expectation for the relationship	Drive the mentoring relationship, including initiating contact and setting up videoconferencing
Facilitate critical learning conversations, activities, and tasks	Actively engage with the conversation, activities, and tasks
Administer advice and coaching to their mentee regarding career goals	Candidly discuss their career aspirations and goals
In the spirit of brotherhood, provide honest, value-based feedback to the mentee	Accept advice, feedback, and coaching from their mentor

## PREPARATION

Consider what preparation you will provide or ask your participants to complete prior to your program:

- Understanding and/or defining expectations
- Who can participants contact for support
- Educational topics such as communication, feedback, generational differences, diversity, etc.

For the SigConnect program, we required all undergraduates attend a brief presentation covering expectations, suggested topics, and mentorship best practices before we sent them their mentor's contact information. We hosted similar presentations for the mentors but did not require them. Additionally, we created handbooks for the mentors and mentees. All these resources are available on request.

## ***ADMINISTERING YOUR MENTORSHIP PROGRAM***

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### VOLUNTEER SUPPORT

Initiating a mentoring program can be a challenging undertaking, so a team of volunteers is recommended to share tasks and cover knowledge areas such as:

- Familiarity with Excel or another spreadsheet platform
- Comfortability with social media will be important for recruitment and research
- Creating documents and resources for participants
- Following up with the pairs to ensure they are meeting, answer any questions, and gather feedback about the experience

### TECHNOLOGY

Technology will make many aspects of the program administration much smoother; we recommend the following:

- Spreadsheet software such as Excel or Google Sheets will aid with the matching process
- File sharing platforms such as Google Drive or Dropbox will be helpful for internal communication among the volunteer team, as well as sharing presentations and resources with participants
- Forms tools such as SurveyMonkey or Google Forms will be beneficial for registration and assessment
- Videoconferencing tools such as Zoom or Teams will almost certainly be required for your pairs to meet; most universities provide each student an account, but you should check all participants have access

### ONGOING COMMUNICATION

As the program administrators, it is important to keep lines of communication open during the program with both mentees and mentors. We recommend following up with them consistently throughout the program timeframe to ensure contact has been made and meetings are happening. The most consistent feedback we received from SigConnect was frustration with the undergraduate's communication, so we recommend utilizing texting when possible.

### CONTINUING THE RELATIONSHIP

Some pairs may choose to stay in touch past the program, and some may not put their learning to use until months or years later. We recommend following up with the participants six months to one year past the program conclusion and staying in touch via LinkedIn.

## ASSESSMENT

Assessing your program is a crucial step for continued program success and can be achieved through many formats. It is good practice to build your assessments off your learning outcomes. See Appendix for the forms used in the SigConnect program. We asked participants to fill this out midway through the program and at the conclusion. Additionally, we asked the mentees to complete a meeting tracking form every time they met with their mentor to capture:

- How often pairs met
- How they met
- What topics were discussed

This was especially helpful because we did not have regular contact with the participants like you might if you are working with a singular chapter or in a defined region.

You may also consider gathering feedback from your volunteers on the planning and administration of the program to make those adjustments, in addition to program participant suggestions.

# APPENDIX

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## RECRUITMENT FORM

### SigConnect Pilot Program Mentor Registration

*Please review the following pages carefully to ensure you understand the expectations and level of commitment for the program. We will contact you directly if we have a match with an undergraduate participant. Please note that if you are accepted into the pilot program, your responses will be shared with your mentee.*

1. By signing my name below, I understand and acknowledge the expectations and time commitment required of me if I am matched to participate in the SigConnect career mentorship pilot program.
2. First and Last Name
3. Email
4. Cell Phone Number
5. Please indicate your preferred method of communication
  - Phone Call
  - Text
  - Email
  - Other
6. Age
7. Race/Ethnicity
8. College/University
9. Graduation Year
10. Major/Degree(s) Received
11. Chapter Name
12. List any undergraduate chapter involvement
13. List any undergraduate campus/community involvement
14. List any post-undergraduate community involvement
15. List any post-undergraduate Fraternity volunteer experience
16. Please select your intended industry/industries:
  - Advertising, Marketing, Public Relations
  - Aerospace, Defense, Pilot
  - Arts Management, Museums, Galleries
  - Automotive Engineering
  - Biotechnology, Pharmaceuticals
  - Chemicals, Rubber, Plastic
  - Civil Engineering, Construction
  - Computer Hardware, Electronics
  - Consulting, Business Strategy, Sales
  - Creative Arts, Music, Theatre
  - Education
  - Entertainment, Media
  - Entrepreneurship, Start-ups, Social Enterprise
  - Environmental Science, Sustainability
  - Fashion, Retail



- Financial Services
  - Food & Beverage Production
  - Global & Public Health
  - Government, Public Policy, Public Service
  - Hospitality
  - Human Resources
  - Journalism, Writing, Publishing
  - Law, Legal Services
  - Life Sciences, Healthcare
  - Psychology
  - Non-profit, Community Organizations
  - Real Estate
  - Software Development, Computer Programming
17. Current job title and place of employment
  18. Briefly and specifically describe your career journey
  19. What is your motivation for participating in this program?
  20. Please provide your LinkedIn URL if applicable

## **MATCHING TEMPLATE**

[Click here to open the Matching Template Excel Sheet.](#) This can also be accessed on the Sigma Chi Career Advantage website.

## **SUGGESTED TOPICS LIST**

- Building the Relationship
- Communication Methods and Strategies
- Maximizing Your Sigma Chi Experience
- Goal Setting
- Resume Review
- Networking
- Interviewing
- Internship/Job Searching
- Life after College
- Closing/Continuing the Relationship

## **PARTNERSHIP AGREEMENT AND GUIDING PRINCIPLES**

### **Guiding Principles**

The focus of the modern mentor partnership has shifted from knowledge transfer and acquisition to critical reflection and application. The mentee is no longer a passive receiver but an active learner; the mentor is no longer an authority figure but a facilitator of learning. Mentoring can be a powerful growth experience for both mentor and mentee. It is most successful when done collaboratively and requires commitment and engagement to establish and maintain the relationship. A mentorship experience requires preparation, dedication, and self-reflection, and yields best results when the focus is on the learners, the learning process, and learning (Zachary, 2000). While the focus of the SigConnect program is career and professional development, we believe participants build relationships through the bonds of brotherhood that will last a lifetime.

### **Partnership Acknowledgement**

- Mentor and mentee work together to achieve specific, mutually defined goals that focus on developing the mentee's strengths, skills, and abilities.
- Mentoring is a learning process. Mentees are the learners, and mentors are the learning facilitators, but all participants should be open to learning and leading in the relationship.
- Good mentoring relationships take time to grow and develop, so all participants should be open and trusting and honor each other's uniqueness (Zachary, 2000).

# ASSESSMENT

## SigConnect Post Program Assessment

*Thank you for participating in the SigConnect mentorship pilot program! Your feedback will help us evaluate and expand this initiative to brothers in the future.*

1. Your Name
2. I am a:
  - Mentor (alumni)
  - Mentee (undergraduate)
3. How many times did you meet with your mentor/mentee during the program?
  - 1
  - 2
  - 3
  - 4
  - More than 4
  - Other
4. How did you and your mentor/mentee most often connect?
  - Email
  - Phone Call
  - Video Call
  - In Person
  - Other
5. For Mentors
  - a. In thinking about your mentee and the interactions you've had over the past year, please rate your mentee using 1 as 'Strongly Disagree' and 5 as 'Strongly Agree'.
    - My mentee regularly drove communication, including initiating contact and setting up videoconferencing
    - My mentee actively engaged with the conversation, activities, and tasks with appropriate preparation
    - My mentee clearly and candidly articulated their career aspirations and goals
    - My mentee accepted and implemented my advice and coaching
    - My mentee demonstrated professionalism (e.g. personal accountability, punctuality).
  - b. In thinking about your experience as a mentor over the past year, please respond to the following statements using 1 as 'Strongly Disagree' and 5 as 'Strongly Agree'.
    - As a mentor, I feel I have a stronger connection with the undergraduate members
    - Being a mentor further developed my leadership and communication skills
    - Participating in this program as a mentor increased my self-awareness and allowed me to engage in learning
    - As a result of my experiences as a mentor in this program, I feel renewed energy and engagement with the Fraternity
    - I felt prepared to interact and connect with my mentee.
    - I feel this experience will help my mentee in their job search.
6. For Mentees
  - a. In thinking about your mentor and the interactions you've had over the past year, please rate your mentor using 1 as 'Strongly Disagree' and 5 as 'Strongly Agree'.
    - My mentor set a positive tone and level of expectation for the relationship
    - My mentor effectively facilitated learning conversations, activities, and tasks
    - My mentor administered helpful advice and coaching regarding my career aspirations and goals
    - My mentor was a good match for me.
  - b. In thinking about your experience as a mentee over the past year, please respond to the following statements using 1 as 'Strongly Disagree' and 5 as 'Strongly Agree'.
    - As a mentee, I was able to determine and accomplish goals related to the skills, strengths, knowledge, and experiences relevant to my unique professional journeys

- As a mentee in this program, I am able to effectively receive and implement feedback on career development tasks and milestones
  - As a result of my experiences as a mentee in this program, I have further developed my leadership, communication, and time management skills.
  - My experiences as a mentee have strengthened my member experience and connection to the Fraternity
  - I felt prepared to interact and connect with my mentor.
  - I feel this experience will help me in my job search.
7. Please rate the effectiveness of the following Resources in preparing and guiding you in your experience:
    - SigConnect Handbook
    - Onboarding Session/Video Recording
    - Emailed Additional Resources
  8. Please share some things you felt worked well about the program
  9. Please share any ideas for growth for the program
  10. Please share any additional feedback you have about your mentorship experience

*Thank you for your response! Your feedback will help us greatly in evaluating and expanding this program for all members. We appreciate your time and effort in participating in the SigConnect pilot program! Should you have any additional thoughts or wish to discuss further, please contact us at [mentoring@sigmachi.org](mailto:mentoring@sigmachi.org).*

## MEETING TRACKING FORM

### SigConnect Meeting Tracking Form

*Undergraduates (mentees) should use this form to report when they met with their mentor and provide a brief overview of topics discussed. \* Required*

Your First and Last Name \*

Your Mentor's First and Last Name \*

Meeting Date \*

Meeting Number \*

- Meeting #1
- Meeting #2
- Meeting #3
- Meeting #4
- Other

How did you meet? \*

- In person
- Video
- Phone Call
- Other

What topic(s) did you discuss? \*

- Introduction
- Goal Setting
- Resume Review
- Networking
- Closing/Continuing the Relationship
- Other