



University of Colorado
Colorado Springs

A Mentor's Guide to Speed Mentoring

What is Speed Mentoring?

Speed mentoring is a series of short, focused conversations about specific questions. You will meet with a limited number of mentees in 10-minute time slots each.

When directed, mentees will proceed to their mentor's table. At the start and end of each Speed Mentoring round, a bell will ring. Mentees will then proceed to the next mentor table. There will be two minutes to switch and prepare for the next round. Not all mentors will meet with all mentees.

What will I know about my mentees?

Mentees will be given specific instructions for speaking with mentors. After a brief introduction, the mentee will give his/her elevator pitch. In general, mentees should share:

- Name
- Major / Degree
- Skills
- Awards / Achievements
- Successful projects
- Career Aspirations / Goals

What questions should I be ready to answer?

Mentees should then proceed to ask 2 – 3 questions. There will most likely not be time to cover all questions. Mentees will be provided with the following list of questions to consider:

- If you could only give one piece of job hunting advice to new graduate, what would it be?
- What was instrumental for you in landing your first professional job?
- What soft skills should I develop or seek experience in? (or technical or professional skills; adapt as appropriate)
- How can I improve my professional visibility?
- What suggestions do you have based on my career field and goals?
- Can you recommend two more people I should talk to?

How should I plan to respond to questions?

Do your best to answer the questions quickly and with specific steps the mentee can apply.

- What do you look for in an applicant?
- What skills seem to be generally missing in recent candidates?
- What professional groups can they join?
- What do you wish you'd know when you looked for your first professional job?
- This is where your experience, both as a job seeker and as a hiring manager, will be valuable.

At the end the mentee should briefly answer the question, "What will you do as a result of this discussion: What's next?"