

## NORTHEASTERN REGIONAL CO-OP MENTOR PROGRAM

### Suggested Activities and Discussions

#### ACTIVITIES

- Grab a coffee or a meal
- Review resumes, CVs, or cover letters
- Attend a Northeastern community event together
- Attend industry networking events together
- Mock interview (either in-person or via phone, Skype, etc.)
- Tour mentor's company or office
- Schedule a day of job shadowing
- Role play difficult discussions
- Meet up with other pairs
- Introduce mentees to other professionals in the mentor's network
- Do an activity unique to your city

#### DISCUSSION TOPICS

- Use first meeting as an informational interview
- Share favorite restaurants, activities, or sports in the city
- Share tips for navigating the city
- Brainstorm ways to stand out during application and interview processes
- Discuss employment track and tips for getting a job after
- Talk about work/life balance
- Discuss educational goals
- Examine strategies and resources for career advancement
- Discuss salary negotiations
- Review presentation and public speaking techniques
- Share time management strategies
- Explain how to handle mistakes and challenges