

**Huskies@Work: I'm  
hosting, now what?**

# Setting up the day

Thank you for your involvement in this program. You – along with many other UW alumni – will have the chance to make a positive difference in the lives of current students.

This guide can be used as a resource in planning your visit day:

1. Contact your student(s). Since many alumni are matched with more than one student, we ask that the alums (i.e., you) initiate communication. You'll work with each of your students individually to coordinate a day/time to show a fellow Dawg what it's really like to walk in your shoes.

For in-person matches: Be sure to indicate the location of your office and confirm the student's ability to travel to you. If they are unable to get to your office, suggest switching to a virtual connection.

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2. Decide on the best possible days. Think about what you would consider “good days” at work. Are there days when you have recurring meetings or unique projects? Would some days allow students the best chance of interacting with others in your profession?
3. Choose a day. The goal is for you and your student(s) to find a day of shared availability. Use the Scheduler tab in the mentoring platform to suggest possible days/times to meet.

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4. Discuss logistics. The more information you can offer, the better prepared your student(s) will likely feel.

## In-person matches:

- What transportation options would you recommend?
- Where should they meet you?
- Are you comfortable sharing your cell phone in case something unexpected happens?
- Will there be excessive walking or standing?
- What about lunch or food throughout the day?

## Virtual matches:

- Will you use a videoconferencing tool (which is preferred), such as Skype for the call?
- Do you and your student(s) all have access to the tool?
- Who will initiate the call?
- Do you have access to an appropriate location so that you can maintain focus?
- Are you comfortable sharing your cell phone in case something unexpected happens?

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5. Review your expectations. In addition to the logistics of the visit day, reviewing how much time you will spend together, suggested dress attire, your communication preferences between now and the visit day, and other expectations will ensure that the visit day is a hit. Let the students know about your work culture and appropriate professionalism.
6. Ask them about their expectations. We also suggest for you to ask them if they have expectations of you and/or goals for your time together. This will help ensure that you feel prepared for your visit with them.

# What to do during your conversation

## 1. Tell your story.

- How did you get to where you are today?
- How has your relationship with the UW influenced your career path?

Create time for students to ask questions about your position, your organization, and your industry.

## 2. Offer advice.

- What did you do to learn more about your career?
- What do you wish you would have known in their shoes?
- If someone were applying to work in your organization, what would prepare them best to be hired?

Suggest next steps in gaining experience, offer lessons you have learned, and provide ideas around how to learn more.

# Possible agenda items

- **Panel presentation.** Recruit other alumni (or non alumni colleagues) to give the student(s) a better understanding of the different roles & responsibilities within your company. If you're hosting multiple students at once, you could also split the students up based on their areas of interest and allow for smaller shadowing groups with panel participants.
- **Show off your space.** Experiencing the physical environment first-hand (even virtually) can be powerful in how students might better understand your profession.

## In-person:

This might include a tour of your office or introductions with colleagues, clients, or others with whom you work. If you work at home or remotely, consider meeting your student(s) at a favorite work spot / coffee shop, or showing them locations you might visit regularly.

## Virtual:

This might include a virtual tour of your workspace or introductions with colleagues, clients, or others with whom you work.

# Possible agenda items

- Show them your actual work.

In-person:

Observation will be a salient part of their experience. Try and strike a balance between your daily work, (e.g., projects, phone calls, administrative tasks) as well as the more exciting, unique aspects of what you do.

Virtual:

Could you somehow involve your student(s) in a task, project, or program you are working on? The more context you can provide, the better.

- Meetings. Although it might not sound like the most exciting part of your day, allowing students to sit in (virtually) on a meeting can give a lot of insight into the work you do and your day to day experience.
- Resume critique and career conversation. Offer advice for next steps in gaining experience.
- Q&A. Make sure to incorporate time throughout the visit to allow students ask questions about what they are seeing and hearing.



# Next Steps

- ❑ Contact your student(s). Please reach out to them within one week.
- ❑ Set your visit day, then stay engaged.
- ❑ Think about how you want to structure the visit. Review the previously mentioned possible agenda items.

Questions? If you have questions at any point, please e-mail [asengage@uw.edu](mailto:asengage@uw.edu).

# Continuing the Relationship

Once you've met with your student(s), if you're interested in continuing the relationship and want to form a longer term mentorship, here are a few suggestions for getting started:

- Develop expectations (with student) for mentoring relationship
- Determine schedule for regular check-ins and maintain contact in between meetings
- Support mentee's goals (as identified by mentee)

Possible mentorship conversation topics:

- Career/Industry exploration
- Values and interest clarification
- Confidence building
- Future goal and career planning
- Building a network/connection to resources
- Professional skill development

For additional guidance, please see the following resource, [Quick-Reference for Mentors](#), or reach out to our team at [asengage@uw.edu](mailto:asengage@uw.edu).