



HR Mentorship Program Fall 2024

A Message from the NOHRA Board of Directors:

Dear Mentor & Mentee Participants,

We are excited to announce the launch of our HR Mentorship Program, a significant initiative aimed at fostering professional development and growth within our Human Resources community.

The Northwest Ohio Human Resource Association (NOHRA) recognizes the importance of investing in the development of the next generation of HR professionals and this program represents our commitment to supporting their growth and empowering them to reach their full potential.

Through this program, mentees will have the opportunity to benefit from the experience, wisdom, and guidance of seasoned HR mentors. Mentors will provide invaluable insights, advice, and support to help mentees navigate the challenges and opportunities within the HR profession.

This program is not only about individual growth but also about fostering a culture of community and collaboration, learning, and support amongst aspiring HR professionals. By connecting experienced mentors with aspiring professionals, we aim to create a supportive environment where knowledge is shared, ideas are exchanged, and relationships are forged.

We are confident that this HR Mentorship Program will be a tremendous success and will play a vital role in shaping the future of HR and the continued success of NOHRA.

Thank you for your enthusiasm and support for this initiative. Please contact us if you have any questions or concerns.

Best regards,

NOHRA HR Mentorship Program Coordinators

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Elisha Rank, Student Relations Chair - erank@thermatru.com



About Us

The Northwest Ohio Human Resource Association (NOHRA) is a not-for-profit organization governed by a volunteer Board of Directors dedicated to serving and advancing the human resource profession. NOHRA is a dynamic, local affiliate of the Society for Human Resource Management (SHRM) that has received SHRM's Superior Merit Award for outstanding chapter achievement.

Brief History

NOHRA was organized in 1918 by a group of employment managers who felt the need for a forum to discuss mutual professional challenges. Fifty-four years later the association became affiliated with SHRM (formerly known as ASPA) in 1972. During all this time, the traditions of our founding members have prevailed. We strive to build a sound and effective association to promote human resources in the companies and communities of our members and to build upon mutual interests and desires.

Our Vision and Mission

To be the leading authority in Northwest Ohio for providing expertise and consultation to our members [and communities] on current and emerging trends in human resources. NOHRA exists to develop and serve the HR professional and contribute to the success of the organizations and communities in which they work and live. We strive to provide opportunities for professional development, networking, and certification to enhance the effectiveness of HR professionals and advance the practice of human resources.



NOHRA Mentoring Program

Our mentoring program aims to empower students and early-career professionals by providing them with personalized guidance, support, and resources to navigate their career journey with confidence. Through meaningful connections with experienced mentors, participants will cultivate essential skills, expand their networks, and gain valuable insights to unlock their full potential and achieve professional success.

Program Eligibility Requirements

Mentor: Active or Retired HR professional with at least 5 years of experience working in HR.

Mentee: Current student enrolled in college courses with a focus on HR or early career individuals who have 0-2 years of professional experience in HR.

Program Structure

Duration: September - December 2024

Program Kick-Off Meeting: September 19, 11-11:30am via Microsoft Teams (participation encourage, but the meeting will be recorded for those unable to attend)

Frequency of Meetings: Flexible to meet the needs of the mentor and mentee. Minimum 1 hour per month.

Format: Virtual and in-person one-on-one meetings and potential experiential shadowing opportunities.

Matching Process

Interested mentors and mentees will submit applications outlining their goals, expertise, and areas for growth. Pairing will be guided by aligning complementary skills, career objectives, and shared interests. We appreciate your interest in participating in the program, our best effort will be made to ensure everyone has a mentor/mentee.

- Interested in being a **mentor?** Please complete the mentor application form [HERE](#).
- Interested in being a **mentee?** Please complete the mentee application form [HERE](#).

Please complete the application form by 11:59pm on Wednesday, September 11, 2024.



Tools and Resources

A range of tools and resources will be provided throughout the mentorship program to support a professional, productive, and successful experience. This includes suggested discussion topics, feedback tools, and worksheets to guide and enhance the mentorship journey.

Expectation of Participants

- *Commitment to Engagement:* Both mentors and mentees are expected to actively engage in the program. This includes attending scheduled meetings, participating in discussions, and responding to communication in a timely manner. Mentors will make initial contact with mentee to establish preferred communication methods and establish a meeting schedule.
- *Open Communication:* Effective communication is key to a successful mentorship relationship. Participants should openly share their goals, challenges, and feedback with each other to ensure meaningful progress and growth.
- *Respect and Professionalism:* Treat each other with respect and professionalism always. This means being considerate of each other's time, opinions, and perspectives, and maintaining confidentiality when necessary.
- *Preparation and Follow-through:* Come to meetings prepared and ready to engage in meaningful discussions. Follow through on commitments made during meetings and take proactive steps to implement agreed-upon action plans.
- *Flexibility and Adaptability:* Be flexible and adaptable to changes or adjustments that may arise throughout the duration of the program. Embrace new ideas and perspectives and be willing to step outside of your comfort zone to maximize the benefits of the mentorship experience.
- *Continuous Learning:* Approach the mentorship program as a learning opportunity. Be curious, ask questions, and seek out opportunities to expand your knowledge and skills within your chosen field.
- *Timing & Location:* Participants should set a goal of meeting at a minimum for at least 1 hour per month. Meetings can be in person or virtual to be determined by mentor and mentee.



Frequently Asked Questions (FAQs)

- ***How are mentors and mentees matched?*** Mentors and mentees are matched based on a variety of factors, including professional background, career goals, areas of expertise, and personal preferences. Our matching process aims to create compatible mentor-mentee pairs to maximize the effectiveness of the mentorship relationship.
- ***What if the mentor/mentee match isn't working?*** If the mentor-mentee relationship isn't working as expected, participants are encouraged to communicate their concerns to the program coordinator. The program allows for re-matching if necessary to ensure a positive and productive experience.
- ***How long does the mentorship program last? What happens after the mentorship program ends?*** Typically, mentorship relationships last for one semester, but participants may choose to continue their relationship beyond the official program end date if mutually agreed upon.
- ***What topics can be discussed during mentorship meetings?*** Mentorship meetings can cover a wide range of topics, including career development, skill enhancement, HR best practices, leadership skills, professional networking, work-life balance, and personal growth. Meetings may also focus on specific challenges or opportunities that the mentee is facing in their professional journey. Both mentors and mentees are encouraged to bring their own discussion topics to the meetings.
- ***Is participation in the mentorship program confidential?*** Yes, confidentiality is a key component of the mentorship program. Both mentors and mentees are expected to maintain discretion and privacy regarding the discussions and information shared during their sessions.
- ***Can I participate in the program if I have a busy schedule?*** Yes, the program is designed to be flexible and accommodate different schedules. Mentors and mentees can agree on meeting times and frequencies that work best for them, ensuring that participation is manageable alongside other commitments. The mentor and mentee pair should meet for a minimum of 1 hour in person or by video call each month.
- ***Can I participate in more than one semester?*** Yes, if you still meet the eligibility requirements. For consecutive semesters, you can request to keep the same mentor/mentee relationship, if both are agreeable. Or you can elect to be paired with a different mentor/mentee.