

MENTEE ONBOARDING GUIDANCE

Trailblazer
MENTORSHIP

BY  talent
stacker

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WELCOME MENTEE

Thank you so much for participating in the Trailblazer Mentorship Platform by Talent Stacker!

We're so excited to help you on the next steps of your Salesforce journey no matter what those may be!

We want to make sure you get the most out of your Mentorship Experience and created this guide to set a strong foundation for incredible outcomes!

Let's get to work!



COMMUNITY AGREEMENTS

Any time people gather as a group, we form both a community and a culture. On the Trailblazer Mentorship Platform by Talent Stacker we work to uphold the highest standards of character, professionalism, and community through the following agreements:



01 — CHARACTER

We strive to cultivate a community of mutual respect and support in our words, actions, and intentions.



02 — PROFESSIONALISM

We are committed to excellence, professionalism, and supporting our community on their Salesforce Journey to the best of our knowledge and abilities.



03 — COMMUNITY

We are also committed to providing and maintaining a safe and respectful mentorship environment.

If you ever feel that any participant is in violation of these community agreements, please reach out to Support@TrailblazerMentorship.com or use the Report Problem button on the platform. **We reserve the right to suspend or permanently remove mentors, mentees, staff, volunteers or sponsors for violation of this agreement.**

MENTEE EXPECTATIONS



CLICK
TO PLAY
VIDEO

Congratulations again on taking the next step to level up your Salesforce career. We hope this is the start of a wonderful relationship with your mentor, and that you receive help and guidance that serves you in your career for years to come. To set yourself up for success, we ask that you do a little homework before your first meeting. This will help your mentor get to know you, and help them prepare ideas on how they can help you reach your goals.

When you receive your mentor match, if you have not already, connect with them on LinkedIn. They will likely have a presence there, and if you didn't already read what they're up to before selecting them, now's the time! For example did they transition from a background similar to yours? Have they overcome an obstacle that you feel is in your way? Have they achieved goals that you dream of achieving one day? Do your research, don't just expect the mentor to do the lifting, this is a partnership and your success depends on you.

MENTEE EXPECTATIONS

Next, prepare your documents. Resumes, Portfolios, Trailblazer Profile, LinkedIn Profile, goal list etc... It's good to show your mentor where you're starting. They may even ask to see these ahead of time to get to know you, so make sure you have something to share.

Next, make sure you're aware of where you are, and where you'd like to go. (Resources to follow on how to do that!) It is your job to guide this conversation so you receive the most value from it. YOU are in charge of bringing topics to cover and recognizing where you'd like support. Your mentor will help and support you along the way, but to get the most out of this experience, YOU need to drive the conversation.



Mentee Preplist

- ✓ EDITABLE RESUME
- ✓ LINKEDIN PROFILE
- ✓ TRAILBLAZER PROFILE
- ✓ PORTFOLIO EXAMPLES
- ✓ WRITTEN GOALS
(SEE NEXT FEW PAGES)

NAVIGATE THE PLATFORM

01

If you haven't already, be sure to fill out the request to become a mentee at TrailblazerMentorship.com. Fill out the Mentee form to the best of your ability and we will follow up when your application is accepted.

02

Once you are accepted as a mentee you will be supplied a link to "Create Your Mentee Profile" via email. Please be sure to complete all requested information when creating your profile. As soon as you complete your profile creation you will be able to immediately search for mentors.

03

On the Trailblazer Mentorship Platform, you will search through mentor profiles and request mentors you feel align with your goals. When a mentor accepts you as their mentee, you'll get an email notification to schedule time on their calendar.



NAVIGATE THE PLATFORM

04

After attending your 1st scheduled mentorship meeting it will be up to you and your mentor to schedule the remaining mentorship meetings based on you and your mentors availability. After 4 weeks, or 4 completed sessions, you and your mentor's commitment to this mentorship experience will be complete. **Note** - you can apply to join future mentorship cohorts as you wish at TrailblazerMentorship.com



**CLICK
TO PLAY
VIDEO**

Here is the **Mentee Orientation video** once again so you can navigate the step-by-step process.

PREP FOR YOUR 1ST MEETING

Before your first meeting, please answer the following questions and be ready to share the answers with your mentor. They may even request that you send them ahead of time so they know what you'd like to focus on!

- ▶ **WHERE ARE YOU IN YOUR SALESFORCE JOURNEY? (THINK OF THIS AS YOUR ELEVATOR PITCH. IF YOU HAD 30-60 SECONDS TO SHARE THE HIGHLIGHTS OF YOUR CAREER AND WHERE YOU WANT TO GO, WHAT WOULD YOU SAY?)**
- ▶ **WHAT ARE YOUR NEXT SALESFORCE GOALS? HOW DO YOU WANT TO ADVANCE YOUR CAREER AND WHY?**
- ▶ **WHAT IS SOMETHING YOU'RE STRUGGLING WITH RIGHT NOW?**
- ▶ **HOW WILL YOU KNOW THIS MENTORSHIP RELATIONSHIP HAS BEEN A SUCCESS?**

Sometimes these questions will lead to other questions, and help you uncover a good focus for your sessions with your mentor. We recommend that you write your responses down in a sharable document so that you and your mentor can easily review, comment, and revise.

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CAREER & GOAL REFINEMENT

If you're feeling lost or overwhelmed by the previous questions, that's ok! The Salesforce ecosystem is vast and there are many different paths you can take. We've seen Trailblazers get overwhelmed by the sheer volume of options and then struggle to pick one, so send their energy off into a million different directions.

Instead, we encourage you to pick one direction and focus all your energy on getting to that goal. Having a well defined goal is the key to achieving it! If you have not already, we highly encourage you to build a **Dream Job Board** to help you narrow your focus. Journaling also helps at this stage. Use the questions below to frame your thinking.



DEFINING GOALS WILL LIKELY BE A LARGE PART OF YOUR WORK WITH YOUR MENTOR

What do you like doing?
What are your strengths?
What transferable skills do you have
from previous experience?
What do you want to do more of?
What do you want to do less of?
What do you want to improve at?
What are your 3 main goals for the
next 4-6 weeks that your mentor
could help with?

TRACKING YOUR PROGRESS

After exploring the questions on the last few pages, you will have a good idea of what kind of job will work for you, and can quickly parse through listings and only spend time on the ones that would be a perfect fit for your dream job!

If you're already in your first job and looking to level up your skills, we suggest going about it in the same way. Focus on one skill, certification, or promotion, gather all the requirements to make it happen, and then put all your focus and energy into that goal! You can work with your mentor to help define the goal, identify the steps necessary to get there, and how they can help you on your journey. (They've likely been in your shoes before!)

PROGRESS TRACKER

WHAT GETS MEASURED,
GETS DONE.

Your time with your mentor will only last for 4 weeks, so we better measure what's getting done! You can use [this simple tracker](#) to plan out what you expect to cover during your meetings, or you can fill it out as you go to capture the discussions you have and the next steps you're responsible for.

Date	Planned Topics	Actual Topics

PROGRESS TRACKER

HELPFUL RESOURCES

If you are needing specific guidance here are some easy to review resources that can be beneficial for you as homework or additional learning between mentorship sessions!

TOPIC	RESOURCE
Professional Branding	<ul style="list-style-type: none">• LinkedIn Optimization Guide
Interview Readiness	<ul style="list-style-type: none">• Interview Prep Guide• Developer Mock Interview Collection
Community Challenges	<ul style="list-style-type: none">• 5 Day Salesforce Challenge• Salesforce Developer Challenge
Certification Training	<ul style="list-style-type: none">• Associate Certification Course

HELPFUL RESOURCES

If you are needing specific guidance here are some easy to review resources that can be beneficial for you as homework or additional learning between mentorship sessions!

TOPIC	RESOURCE
Background Specific	<ul style="list-style-type: none">• Talent Stacker Communities
Professional Advancement	<ul style="list-style-type: none">• Career Accelerator Toolkit• Freelance Consulting Guide
Recommended Reading	<ul style="list-style-type: none">• Rock Your Role as a Salesforce Admin - Jodi Hrbek• Salesforce Discovery 101 - Pei Mun Lim
Imposter Syndrome	<ul style="list-style-type: none">• Unmasking Imposter Syndrome• Gameplan for Imposter Syndrome

FREQUENTLY ASKED QUESTIONS

01 — WHAT CAN MY MENTOR HELP ME WITH?

Generally, you can expect your mentor to help with Career Planning, Certifications, Virtual Networking, In Person Networking, Resumes, Portfolios, LinkedIn Profiles, Interview Readiness, Job Search Strategies, Pay Negotiation, Freelancing, Leadership/Management, Work/Life Balance, Project Documentation, Digital Nomad Lifestyle Design, ESL, Choosing a Salesforce Role, U.S. Jobs as a Non US Resident etc... Every mentor is different, and yours may have experience in other areas that they're willing to share with you. Each mentor's skills are listed on their Mentorship Profile within the platform, make sure their listed skills align with your goals.

02 — WILL MY MENTOR BE ABLE TO GET ME A JOB?

Your mentor is not expected, nor are they responsible for getting you a job. Their role is to support you in your career search and offer resources so YOU can showcase your value to potential employers. They may have people within their network who they can help connect you with, or know of openings, but this is not the expectation and ultimately it is up to you to make a good impression on the hiring team and secure your own job if that's your goal.

03 — HOW LONG DO I NEED TO DEDICATE TO THIS?

You will be aligned with a Mentor for 4 weeks. You are expected to show up to all scheduled meetings and focus in for that period of time.

FREQUENTLY ASKED QUESTIONS

04 — CAN I HAVE A MENTOR FOR MORE THAN 4 WEEKS?

If you and your mentor choose to continue the mentorship relationship beyond the 4 week period that is between you and them.

05 — WHAT SHOULD I DO IF MY MENTOR IS A NO SHOW?

First reach out to your mentor and check in on them, making sure that everything is okay. If they do not respond within 48 hours feel free to email us at support@trailblazermentorship.com so we can check in with your mentor and get you aligned with a new one if appropriate.

06 — CAN I APPLY TO BE A MENTEE AGAIN?

Yes, you can. Once you have completed the full 4 week cohort - you are eligible to apply for mentorship again. If a mentor reports that you did not show up for your schedule meetings - this might impact your eligibility for a future cohort.

07 — CAN I BE A MENTOR AND A MENTEE?

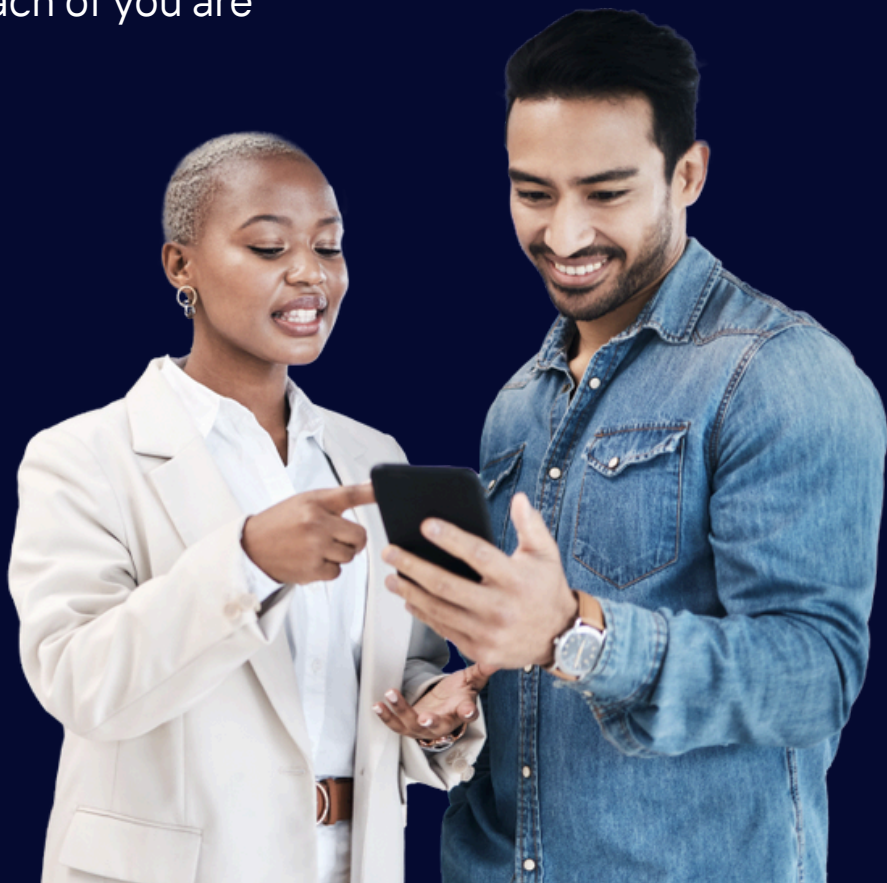
Yes, you can. Please simply fill out both applications at TrailblazerMentorship.com

LET'S GET STARTED

We are excited to welcome you to the Trailblazer Mentorship Program by Talent Stacker!

We're so excited to help you on the next steps of your Salesforce journey no matter what those may be! Thank you for being apart of this community - each of you are what make the Ohana the best place to grow and thrive!

**We look forward to
working with you.**



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