**Young Professionals Career Engagement Program**

**Program Outline and Graduation Criteria**

**Introduction to a Professional Program and**

**Young Professionals Career Coaching Program**

**Introduction to a Professional Program** – Open to all individuals ages 16-35 who have an interest in pursuing an education or a career in a chosen field or vocation. This program utilizes a network of successful professionals who are willing to provide mentees with an introduction to that profession and summarize the education and skills required to be successful in that profession. Mentees are connected to professionals in their educational or career field of interest. They learn about that career path by conducting an informational interview with those professionals.

To graduate from this program, mentees will complete the following actions:

* Register for the program at: <https://byums-mentoring.byu.edu/young-professionals-registration/>. Select the Introduction to a Professional Program.
* Watch the *Welcome Young Professionals* video at <https://byums-mentoring.byu.edu/young-professionals/>.
* Explore the Young Professionals Career Engagement Program website (<https://byums-mentoring.byu.edu/>) with your Career Coach.
  + Pay special attention to the Guidebook located at <https://byums-mentoring.byu.edu/guidebook/>. At the beginning of every section of this guidebook, there are questions that you can ask your Career Coach and your Coach can ask you.
* Decide if you would like to explore one or more educational or career paths.
* Create a plan with your Career Coach to reach your objectives for the program.
* Create a resume and review it with your Career Coach.
* Create a cover letter addressed to your Career Coach and review it with him or her. Your Career Coach will use your cover letter and resume to introduce you to seasoned professionals for the purpose of conducting an informational interview.
* Watch the video, *Conducting an Informational Interview* at <https://byums-mentoring.byu.edu/young-professionals/>.
* Conduct a mock informational interview with your Career Coach.
* Conduct a mock job interview with your Career Coach.
* Conduct a minimum of two informational interviews with seasoned professionals in your educational or career field of interest. Your Career Coach will make the introductions to these professionals. Be sure to complete all of the follow-up steps as recommended in the *Conducting an Informational Interview* video.
* Schedule and conduct your own informational interview with a seasoned professional in your educational or career field of interest.
* Discuss the Young Professional Career Engagement Program with at least one other young adult that you believe would benefit from participating in the program.
* Consider joining the local chapter of the BYU Management Society by visiting: <https://byums.byu.edu/>. We invite you to join our global network of professionals focused on *Growing Moral and Ethical Leadership Around the World*.
* Complete the program by sending a short summary to your Career Coach of your experience with the program and how it has helped you to explore your educational or career options. See <https://byums-mentoring.byu.edu/testimonials/> for examples.
* Receive a Young Professionals Career Engagement Program graduation certificate. You are encouraged to add this accomplishment to your resume.

**Young Professionals Career Coaching Program** – A formal coaching relationship utilizing the assistance of trained Career Coaches who are experienced professionals working in a variety of professional and vocational occupations. Mentees will be paired with a Career Coach who will provide one-on-one coaching to help him or her jumpstart a successful career. Formal coaching is available only to those individuals who have registered and meet the requirements of the program. Participants must be at least a junior in college or have successfully completed the majority of your vocational educational training. The purpose of this program is to (1) teach young adults job search skills in group and one-on-one settings, (2) prepare them for job or informational interviews and (3) connect them with professionals in their career field of interest.

To graduate from this program, young adults will complete the following actions:

* Register for the program at: <https://byums-mentoring.byu.edu/young-professionals-registration/>. Select the Young Professionals Career Coaching Program.
* Watch the *Welcome Young Professionals* video at <https://byums-mentoring.byu.edu/young-professionals/>.
* Explore the Young Professionals Career Engagement Program website (<https://byums-mentoring.byu.edu/>) with your Career Coach.
  + Pay special attention to the Guidebook located at <https://byums-mentoring.byu.edu/guidebook/>. At the beginning of every section of this guidebook, there are questions that you can ask your Career Coach and your Coach can ask you.
* Decide if you would like to explore one or more career paths.
* Create a plan with your Career Coach to reach your objectives for the program.
* Create a resume and review it with your Career Coach.
* Create a cover letter addressed to your Career Coach and review it with him or her. Your Career Coach will use your cover letter and resume to introduce you to seasoned professionals for the purpose of conducting an informational interview.
* Watch the video, *Conducting an Informational Interview* at <https://byums-mentoring.byu.edu/young-professionals/>.
* Conduct a mock informational interview with your Career Coach.
* Conduct a mock job interview with your Career Coach.
* Conduct a minimum of five informational interviews with seasoned professionals in your career field of interest. Your Career Coach will make the introductions to these professionals. Be sure to complete all of the follow-up steps as recommended in the *Conducting an Informational Interview* video.
* Schedule and conduct your own informational interview with a seasoned professional in your career field of interest.
* Discuss the Young Professional Career Engagement Program with at least one other young adult that you believe would benefit from participating in the program.
* Consider joining the local chapter of the BYU Management Society by visiting: <https://byums.byu.edu/>. We invite you to join our global network of professionals focused on *Growing Moral and Ethical Leadership Around the World*.
* Complete the program by sending a short summary to your Career Coach of your experience with the program and how it has helped you to explore your educational or career options. See <https://byums-mentoring.byu.edu/testimonials/> for examples.
* Receive a Young Professionals Career Engagement Program graduation certificate. You are encouraged to add this accomplishment to your resume.