

# Mentorship Program

## Looking for Responsible Self-Motivated Individuals

### For Student Employees

Are you interested in...

- Accounting
- Administration
- Collections
- Customer Service
- Lending
- Information Systems
- Marketing

Apply for a Student Employee position for your local WFCU branch.

(see counseling office for more details)



**Wauna Federal Credit Union is pleased to work with local high schools in Columbia and Clatsop counties. We have designed a mentorship program that will prepare students for the workforce which allows them to gain work experience and credits toward graduation.**

**WAUNA FEDERAL  
CREDIT UNION**

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# WFCU Mentorship Program Guidelines

Wauna Federal Credit Union is pleased to work with local high schools in Columbia and Clatsop counties. We have designed a mentorship program that will prepare students for the workforce and allow them to gain work experience and credits for graduation.

## **Expectations of the School:**

1. Help students complete applications, resumes and prepare for interviews.
2. Communicate with the supervisor and mentor of the program at the credit union throughout the experience in all matters concerning the student and the program.
3. Provide a student evaluation form for participants to complete at the end of the experience.
4. Provide a work experience or an elective credit for participants.

## **Expectations of the Participants:**

1. Complete to the best of your ability the application and take part in interviews.
2. Prepare with the mentors a work schedule that is acceptable for all parties.
3. Prepare a transportation plan to and from work.
4. Be responsible to report on time and appropriately dressed.
5. Work to the best of your ability to complete the task(s) assigned on time and with good quality.
6. Communicate with your mentors to gain new skills or improve old ones.
7. Go over a final evaluation with your mentors one week prior to the end of semester/quarter.
8. Complete a student evaluation of the experience.

## **Expectation of Credit Union and Mentor:**

1. Communicate to the school that the supervisor and mentor for the program are.
2. Participate in the selection of the participant following current hiring procedures.
3. Provide student with training agenda for first week of work experience.
4. To communicate with the student the task(s) and explanation of the resources needed and allow student to have hands-on experience to complete the task(s).
5. Communicate with school throughout the experience in all matters concerning the student and the program.
6. Contact the school if there is a problem that may result in the student not being allowed to continue with the work experience.
7. Complete a final evaluation one week prior to the end of the course.
8. Review with the participant and school the evaluation.