



How Videoconferencing Can Make a Difference in Your Mentorship

Videoconferencing can help a new mentorship get started on the right foot or enhance an already strong relationship. When working with a Mentor or Protégé who lives a great distance from yourself, videoconferencing can make it easier to build a connection. It can also be a valuable learning opportunity! It is a commonly used method of communication in many professional environments.

Videoconferencing Do's and Don'ts

- **Do** find a clean, quiet place to talk.
- **Do** dress professionally.
- **Do** consider your spacing on the screen. Your Mentor or Protégé should see your head and shoulders, not just your face or the entire room behind you.
- **Do** maintain eye contact.
- **Do** be aware of any online profiles you have set up. If they can be viewed publicly, make sure that you are portrayed in a professional manner.
- **Do** treat your video conference with the same focus and professionalism that you would if you were meeting in-person. Bring a pen and paper to make notes and have any material you may need for the meeting (résumé, cover letter, etc.) in front of you.
- **Don't** send unexpected chat requests. Always schedule a videoconference in advance and agree upon a start and end time to keep the conversation on track.
- **Don't** eat food or chew gum during your videoconference.
- **Don't** "introduce" your Mentor or Protégé to other people via videoconference unless you have discussed this first.
- **Don't** multitask, check social media sites or surf the web.

What should we talk about during a Videoconference?

- **Treat it like an in-person meeting.** Talk about the same things that you might talk about during any meeting: career goals, professional and educational experiences, job-searching, skills related to résumé-building, networking, and interviewing.
- **Try a mock interview.** Videoconferencing is a great medium for mock interviews! A Mentor may be able to offer more meaningful advice if he or she can see how the Protégé is moving, behaving, and responding to the interviewer's questions. Skilled verbal and physical communication are equally important during interviews.
- **Provide Feedback.** Mentors can provide Protégés with feedback regarding professional attire, public speaking and presentations.
- **Review your résumé in real time.** Email your Mentor a copy of your résumé and then discuss it live.
- **Visit our resource center.** Go online and visit [ACP's Resource Center](#) together for conversation starters and [suggested activities](#).



Videoconferencing Options and Instructions

Google Meet: This is a great tool to use in your mentorship as it will allow you to video chat, view documents together, and network. You could also join a meeting from your phone through “audio-only” by calling the assigned dial-in number that is on a meeting invite. In order to create a video meeting, a user has to be signed into a Google account. To view other requirements for using Google Meet, please view this [link](#). There are a few ways you could start or schedule a Google Meet video meeting. Please see this [link](#) for more information on scheduling/starting a meeting on your computer or mobile device. For support or assistance with using Google Meet, you are welcome to visit the Help Center [here](#), to search for assistance via topic.

Zoom: Zoom is another valuable resource to use in your mentorship as it allows you and your Mentor/Protégé to videochat and network. Meetings can be held for up to 40 minutes for free on the Basic plan. Zoom also allows for screen sharing. For more information on using Zoom’s free video conferencing services, please visit this [link](#). You can visit Zoom Basics [here](#) for more information on signing up for a Zoom account, how to schedule a meeting, how to update your profile, how to join a meeting and more. For additional support or assistance with using Zoom, you are welcome to visit Zoom Support with this [link](#).