



Corporate Work Study

Career Mentor Training

July 2025

Our Time Together



➤ **Welcome and Introductions**

➤ **Provide an overview of Providence Cristo Rey High School**

➤ **Describe Corporate Work Study for the 2025-26 School Year**

Break

➤ **Share Career Mentor Strategies**

➤ **Hold Time for Questions**

Corporate Work Study Team at PCRHS



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Mentor Introductions

Icebreaker: Fast Facts

1. **Name**
2. **Organization**
3. **How long have you been engaged with PCR/CWS?**
4. **Describe your career in 3 words**
5. **One weird or unexpected job you've had along the way**





Overview of Providence Cristo Rey High School

Providence Cristo Rey High School



Tyler Mayer
President & CEO

PCRHS Student Support Team



Margaret Zeh-Fulford
Dean of Student Counseling

Corporate Work Study Program

What is Corporate Work Study?

Professional Experience

- Students work 1 day/week from Labor Day to Memorial Day
- PCR provides transportation to/from work
- Work alongside a career mentor who supports and guides their work
- Exposure to different professional settings
- Supports career exploration

High School Credit

Complete assignments for grade:

- Weekly timecard
- In class assignments
- Self-performance reviews
- Mentor Performance Reviews
- Capstone project
- Attendance

Bi-monthly professional skills class to support ongoing skill development

Monthly Benchmarks to focus skill development

Who are CWS students?

Things you should know about Cristo Rey Students

Professional Experience

- You are most likely their first “boss” or supervisor
- This experience is their first exposure to a professional job
- They want to do well
- They may be too shy or have experiences that impede their ability to easily ask for help.
- They want to feel part of your team by participating in / observing meetings, meeting colleagues and have opportunities
- They are capable of more than you may anticipate!
- They are the future workforce!

Academic Experience

- Many have just completed middle school
- They are adjusting to high school experience and figuring out expectations
- Students often receive additional support to improve reading, math, and science skills
- Involved in clubs and after school activities and sports

How to support a CWS student?

Professionally

- Get to know the student(s) who works with you
- Provide structure to their work day - especially initially
- Give them something to “own” or be responsible for
- Offer constructive feedback to help them grow
- Encourage them to try new things and speak up

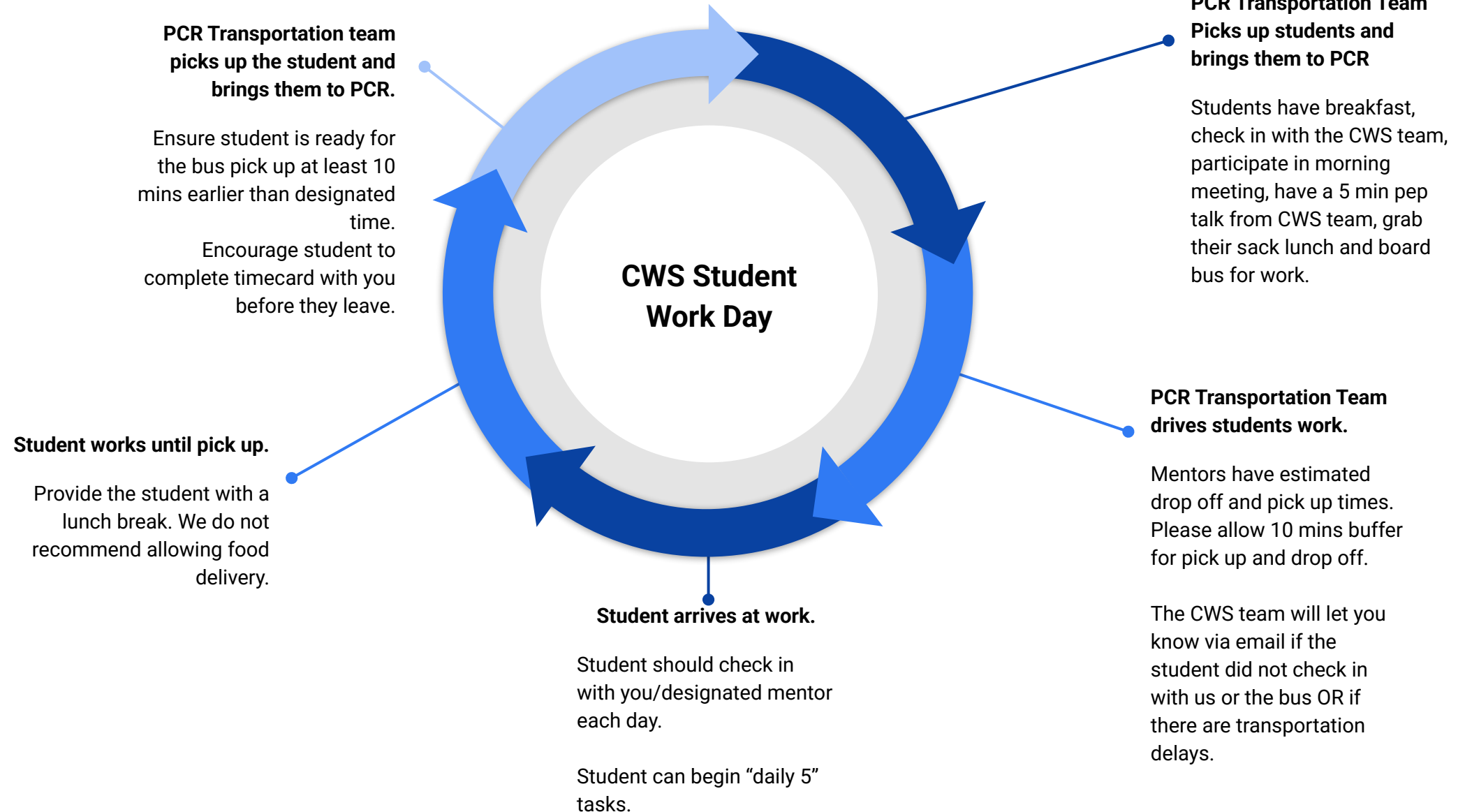
Academically

- Ask how school is going
- Explore, through conversation, possible options for them after high school graduation
- Cheer them on at after school events

You do not need to:

- teach them math, science, or english
- provide time for them to do homework

What does a CWS student day look like?



Career Mentor Responsibilities

Mentors serve as professional guides and supporters. They:

- Share career experiences and insights
- Provide relevant and meaningful work or tasks that support student learning and skill development
- Provide constructive feedback
- Help mentees set and achieve goals
- Model professional behavior
- Encourage student professional development

Mentors are not responsible for:

- Finding jobs or internships
- Solving personal problems
- Acting as a therapist or counselor
- Providing academic support

Mentors agree to:

1. Communicate regularly with CWS Team
2. Partner with CWS for two sites visits/school year
3. Complete the end of semester performance review
4. Complete “Wrap-Ups” each work week
 - a. Less than 5 mins
 - b. Quick snapshot on workday
 - c. Allows for CWS team to support you and/or the student
5. Consider attending virtual monthly *Career Mentor Connections* for monthly updates and sharing mentor strategies
6. Complete the Safe Parish Training

CWS Tiered Level of Mentor Support

Enhanced Support

The success coach works with an intentional portfolio of identified partners who have a large number of students, are a new partner, or has been lifted up from the Relationship Manager or Director.

- Provides on-site support
- Coaches the career mentor
- Supports student growth and development

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Strategic Support

This level of support is for those partners who are brand new to CWS or have increased their student workers. These partners will receive intentional check ins from the RM, Director of CWS, and/or Success Coach:

- Before student is placed
- One month after student is placed
- The end of each quarter

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Baseline Support

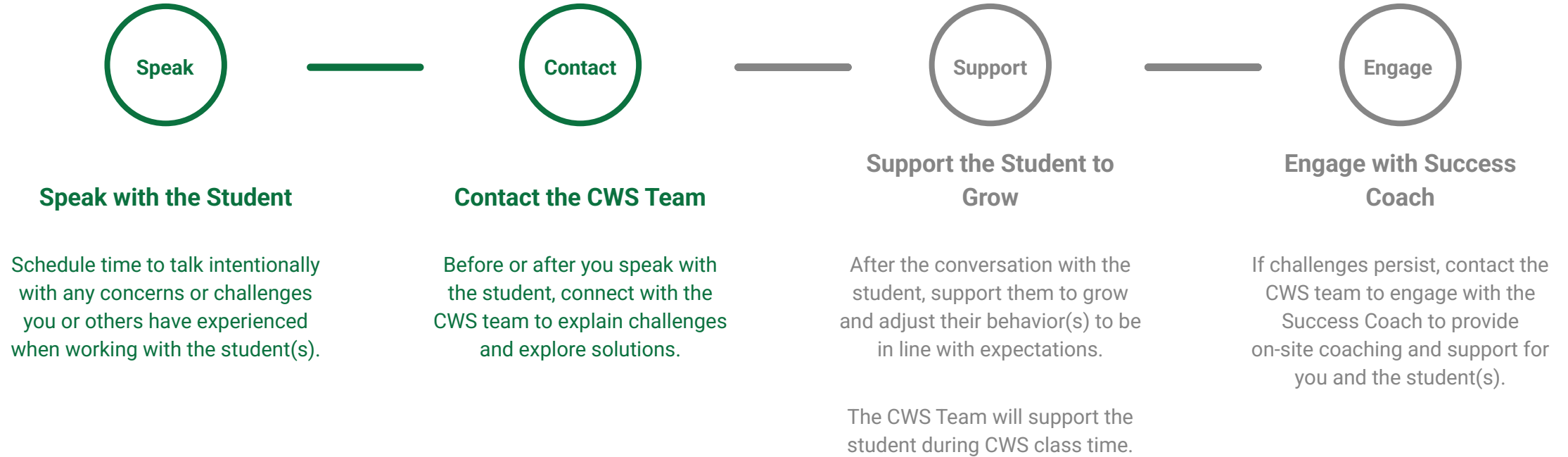
This level of support is provided to all CWS partners and includes:

- Assistance with job description
- Troubleshooting common challenges (not enough work, student behavior, etc.)
- Coordination of attendance and make up days
- Invitation to monthly CM Connections for shared learning
- Connection to others in similar industry

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What to do if there are job performance issues?



What to do if...?

- Student is being picked up by their parent?
- Career mentor is out sick or for PTO?
- there is an event off-site you'd like the student(s) to attend?
- you plan to take the student out to lunch on their work day?
- there is a company event and the student is not able to attend?

- Student shares details about their personal life that are concerning?
- Student says they are moving or changing schools next semester, next month, or next week?
- Student shares concerning details about something that happened at school?

Contact the CWS Team - we can help with that!

Contact the CWS Team - often times mentors are the first to learn about things happening in the student's life.

We will work, internally, with academic and student support teams to verify the information and the school can provide support for the student. The CWS Team will share information with the mentor, as appropriate.

Where to access resources?

Career Mentor Website

- Career Mentor Guide
- Student Support Strategies
- Student Skill Benchmarks
- CWS Calendar
- CWS Events
- Transportation Route Times
- Attendance Tracker
- CWS and School Forms

CORPORATE WORK STUDY CAREER MENTOR PORTAL

Calendar

Career Mentor Resources

CWS & PCR Forms

Transportation

Calendar

Find upcoming dates, events, first semester calendar, and the 2025-26 school calendar.

Upcoming Dates

Events

First Semester Calendar

2025-26 School Calendar



www.cristoreyindy.org/mentorportal

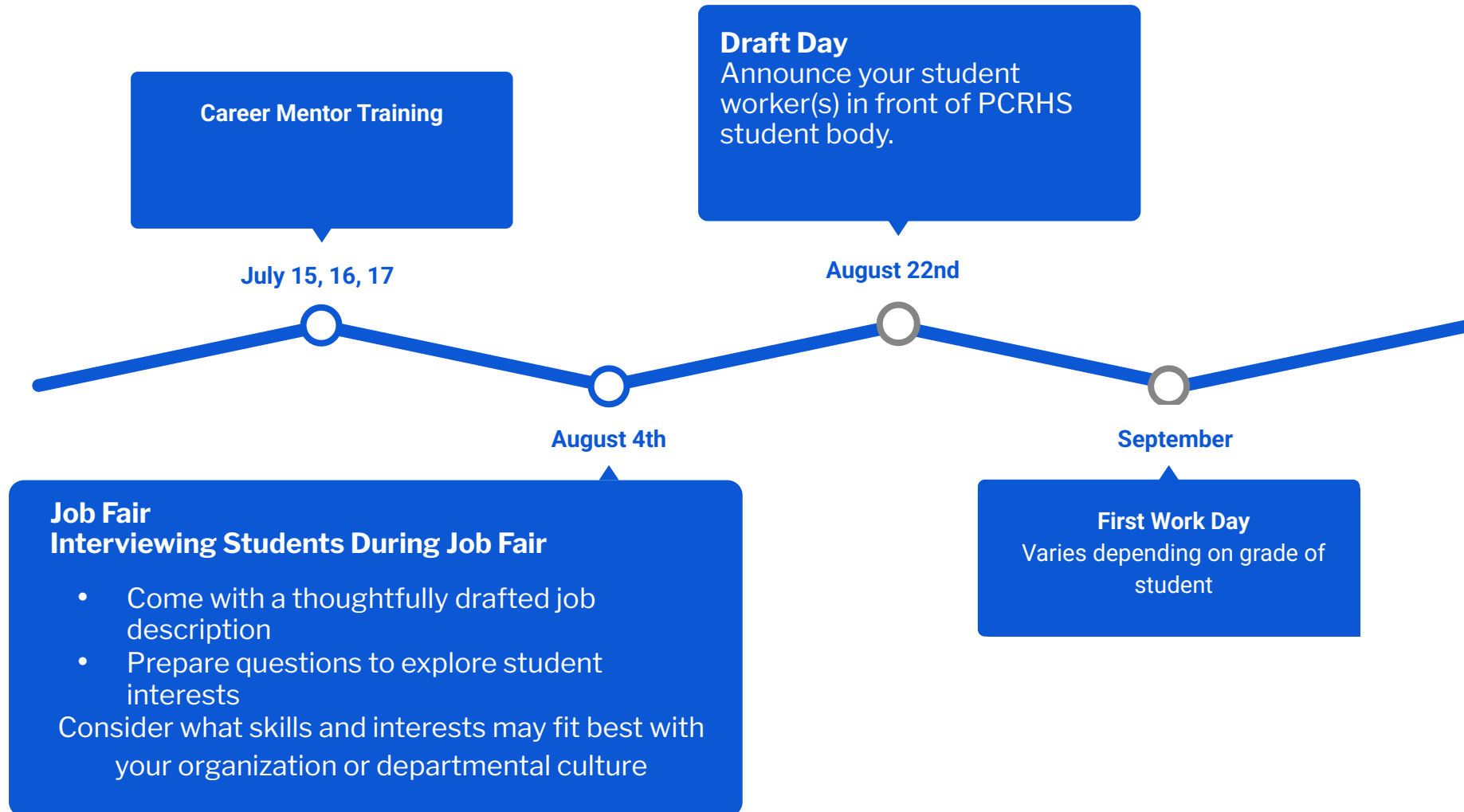


Break



Onboarding Strategies for Career Mentors

Mentor Timeline



Welcoming a Student Worker

Onboarding

Think of the CWS student as any other new employee. Consider sharing your typical onboarding package- videos, documents or training with your Student.

- ❑ **Devices:** Ensure student has access to computer, printer, etc. necessary to do their work
- ❑ **Apps:** Ensure laptops are equipped with the software and applications your team uses to communicate, project manage, etc. (i.e. Slack, Teams, Microsoft Word)
- ❑ **Access:** Students should have proper access to passwords and permissions for all platforms used in their work and able to move around the building, as necessary.
- ❑ **Listserves:** Encourage students to subscribe to industry-specific email distributions that routinely share information and resources.

Developing a Working Relationship

- Create structures and routines around opportunities for student engagement and feedback, just as you would for any member of your team
- Schedule one on one conversations with students throughout the work day- convenient times may be the start and end of the work day or before or after lunch
- Provide constructive feedback in a timely and frequent manner
- Give students an opportunity to, and coach them, to schedule and lead meetings with you

How to set yourself up for success

Be Consistent and Present

Set semester goals - what are “big nuggets” the student could work towards?

Hold time for the student each week

I enjoy the work environment and it makes me wanna work hard and be productive

I really enjoyed the experience and would like to experience until I graduate, because of how everyone has their own job and stuff to uphold I wanna be like them and understand that no matter how small my task might be it still contributes to something large.

I want to return because I like where I work and my co workers and mentor are nice and supportive of me.

I want to return because everyone there was so respectful. Even though I was way younger than most of them they didn't treat me any differently.

Create a “Daily 5”

Purpose: To help students build strong, productive habits by completing five essential tasks every morning.

Prompts:

What are five things the students could do to start each day?

What are five things the students could do to end their work day each week?



Example Timecard/Wrap Up

What the student will see on weekly timecard:

1. What time did you arrive at work?
2. What time did you leave work?
3. What was one thing you worked on today?
4. What is something you are planning to do next week?
5. How would you rate your performance today? 1 - 5 scale

What the mentor will see on weekly survey:

1. When did the student arrive?
2. What was one thing they did well today?
3. What is something they can plan to do next week?
4. How would you rate the student's performance today? 1 -5 scale
5. What is something you learned about your student today?

Next Steps for Students

Participate in CORE Summer Training - Six day crash-course in workplace readiness

- Build communication skills (verbal, email, etc.)
- Practice Networking
- Develop resumes
- Explore interests, skills, and abilities
- Predictive Index Behavioral Assessment

Continue Skill Development with Monthly Benchmarks - consider how to connect work tasks to school and beyond

Assess Work Performance - Completing timecards (student) and End of Day Wrap-Up (mentors). Same brief snapshot of the day for mentor and student to complete together or independently to reflect on the day.

Next Steps for Mentors

Prepare for Job Fair

- Prepare a general idea for what students may work on in their first month/quarter (if you don't have ideas yet, talk with the CWS team!)
- Consider the interests that may work well for your organization – while recognizing many students may not have a clear idea what they want to do
- Share what your office environment is like; will there be moving around, time on computers, etc.
- **Reminder: Job Fair is August 4th from 1 - 3 PM**

Create a Job Description

- Use the CWS Job Description template to share mentor information, job tasks, and desired student interests
- Stephanie and/or Ann can assist you with this

Draft Day

- **August 22nd from 1 - 3 PM**

Students First Work Days

Seniors: Monday, September 8th

Juniors: Tuesday, September 2nd

Sophomores: Wednesday, September 3rd

Freshmen: Thursday, September 4th



Any questions?
