



Monthly Mentor Guide – Mentor for Recruitment

To provide you with additional support, we've compiled a list of topics that you can cover with your mentee. These are general topics that apply to most chapters. Keep in mind that the timeframe of some of these topics may be dependent on the university academic calendar and chapter-specific programming, so adjust accordingly. For instance, the table below outlines a chapter that operates on a November election cycle, has formal recruitment in the fall and spring, and offers the Balanced Man Scholarship. Additionally, at the bottom of this document is a list of suggested weekly check-in questions to support your mentee in between these monthly meetings, especially during heavy recruitment periods in the fall and spring.

These questions are suggested as a general discussion guide – don't limit yourself to only asking these questions.

August	<ul style="list-style-type: none">• What recruitment standards have you set? Have you reassembled the recruitment committee for the new school year?• How has the chapter prepared for formal recruitment this fall? What does the potential new member list look like in mySigEp?• What values-based events is the chapter hosting?• How many Balanced Man Scholarship applications has the chapter received? How do you plan to interview these candidates?
September	<ul style="list-style-type: none">• Does the university allow year-round bidding? If so, how do you plan to continue recruiting?• How is the chapter marketing itself and pitching SigEp? Have you collaborated with the vice president of communications?• Has the chapter updated the website or social media accounts recently? What is the chapter's "brand"?• What is the chapter's recruitment goal for the fall? What's the plan to meet these goals? How will you incorporate year-round recruitment into this plan?
October	<ul style="list-style-type: none">• Is the chapter on track to meet your recruitment goals for the fall? If not, how might you continue to grow the potential new

	<p>member list now that university-sponsored recruitment is finished?</p> <ul style="list-style-type: none"> • Are all new members registered with SigEp Headquarters? If not, go to sigep.org/join to get them registered to ensure they are covered under SigEp’s insurance policy and counted as official members. • Elections should be coming up soon - who is the next vice president of recruitment likely to be? Are you mentoring anyone to take your place yet?
November	<ul style="list-style-type: none"> • Is the recruitment committee still meeting on a weekly basis? • How are you following up with men who attended our events during formal recruitment week and BMS finalists? • Have you identified another member to take over your role after elections? How can we get him some experience now so he’ll be more prepared to take over the role?
December	<ul style="list-style-type: none"> • Which documents do you need to transition to the next officer at the executive transition retreat? • Is there anything you wish you would’ve done differently as the vice president of recruitment? What advice do you have for the next officer? • How has this mentor/mentee relationship been going for you? Is there anything I can do to improve? • Which officers have registered for the Carlson Leadership Academy?
January	<ul style="list-style-type: none"> • How will you prepare for the Carlson Leadership Academy? What do you want to get out of this leadership training experience? • Is the IFC sponsoring a formal recruitment week in the spring? How will the chapter differentiate itself during this week? • What goals do you have for spring recruitment? How do you plan to meet those goals? • When will you select the recruitment committee and Balanced Man Scholarship chairman?
February	<ul style="list-style-type: none"> • How will you train the chapter in how to recruit effectively? When do you plan to hold this training? • It’s likely that many freshmen said they wanted to wait until their second semester to join a fraternity. How will you follow up with these individuals?

<p>March</p>	<ul style="list-style-type: none"> • What did you learn at Carlson Leadership Academy? How are you going to share this knowledge with officers or brothers who didn't attend? • How will you market the Balanced Man Scholarship application to local high school guidance counselors? • How many men are on the potential new member list? How will you reach out to these individuals and bring them around the chapter?
<p>April</p>	<ul style="list-style-type: none"> • How is the Balanced Man Scholarship plan coming along? What support do you need? • Has the chapter had a chapter-wide discussion about recruitment recently? Is recruitment a chapter-wide activity, or are you feeling a lot of pressure to do this alone? • Are you satisfied with how we ended the semester in recruitment? How might you adjust your strategy moving forward to make sure the chapter is well-prepared for the summer and fall?
<p>May</p>	<ul style="list-style-type: none"> • Does the university allow recruitment events over the summer? Who in the chapter will be around for the summer and could help with recruitment events? • What is the timeline for executing Balanced Man Scholarship interviews? • Do any brothers have friends or acquaintances from high school that are attending the university now or in the fall who may be a good fit for SigEp? Can we add them to our potential new member list?
<p>June</p>	<ul style="list-style-type: none"> • Will the university allow us to participate in summer orientation sessions? If so, what materials are we going to have at our tables? Who will be attending these orientation sessions? If not, are there other opportunities to get involved with the freshman class (move-in help, etc.)? • What training is being provided to the Balanced Man Scholarship interview committee? Have we ran any mock interviews to practice? • What incentive could we provide to brothers who bring potential new members to our summer events?
<p>July</p>	<ul style="list-style-type: none"> • Are we prepared to host a Balanced Man Scholarship banquet this fall? What last minute things would we need to do in order to host an impactful banquet? • Has the IFC released the calendar for formal recruitment week? Does the chapter have all events planned and

	<p>scheduled? How is the chapter differentiating SigEp from other fraternities during this week?</p> <ul style="list-style-type: none">● When are the majority of brothers getting back to campus? What recruitment skills training do you plan on providing to them? Have you contacted your new regional director to plan for a recruitment workshop?
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Weekly check-in questions during heavy recruitment seasons:

- What interactions with potential new members have happened in the last week?
- What are the main recruitment priorities for the week to come?
- How is the recruitment committee supporting those priorities?
- What are the obstacles to those priorities?
- How many bids do we want to give out by this time next week?
- What can I do to support you?