



## **ACE Transformativ Partners Program Firm Expectations**

As an ACE Transformativ Partner Firm, I agree to the following

### **Mentor Recruitment and Support**

- Assign a Firm employee to serve as the liaison between the mentors and ACE
- Develop internal process for identifying mentors to work with ACE alumni entering college and throughout their college career
- Provide an anticipated number of mentors by the end of March
- Confirm all participating mentors by the end of April
- Provide opportunities for mentors within the firm to review their matches
- Assist ACE in tracking mentor involvement in the program
- Request assistance from ACE if promotional materials and information is needed to recruit mentors
- Notify ACE if a mentor is no longer employed with our firm
- Notify ACE of any issues that might impact the mentoring relationship

### **Student Recruitment and Support**

- When possible, ACE-TPP firm will identify ACE students to participate in the program. These would be students identified by mentors as being a strong candidate for the program.
- Provide the names of participating ACE Alumni students to ACE by end of April
- If ACE-TPP firm is unable to recruit students, notify ACE by end of April/beginning of May
- Once ACE begins recruiting students (if needed), ACE-TPP firm will assist with student recruitment and matching as necessary
- Notify ACE if a student informs ACE-TPP firm they are no longer participating in the program, or if a mentor informs the firm there has been no contact with the ACE Alumni mentee
- Notify ACE of any issues that might impact student or mentor safety

### **Programmatic Support**

- Regularly communicate with ACE staff regarding ACE-TPP program
- Provide internship opportunities for eligible ACE Alumni participants
- Provide opportunities for ACE Alumni students to tour offices and job sites, or to meet with mentors in person when possible
- Provide post collegiate job offer to eligible ACE Alumni participants