



Career Insights and Connections

Mentee guidelines

Mentoring is a reciprocal, two-way exchange. Mentors and Mentees both contribute to achieve a productive and rewarding mentoring experience.

Below are some guidelines that may be helpful before starting a mentorship.

Mentees who participate in the programme understand that mentors are busy professionals volunteering their time and experience. They understand that the mentor's role is to inspire and guide, and not necessarily to help organise career plans or offer employment.

1. Complete your profile.

Mentors have a limited amount of time and resources available to them and they may have to decide which of several mentee applicants to choose from first. Give yourself the best chance of selection by having a complete profile including your interests, aspirations and what you are studying/ have studied. Putting a face to a name always helps, so upload a photo too.

2. Initiate contact.

The eMentoring scheme does not match mentees with mentors – it is up to you to make a mentoring request to any mentor(s) you wish to contact. In order to sustain the mentoring relationship, take the initiative and ask your mentor a question, let them know your educational background and any professional interests and objectives you have, you can also ask them about their experiences. The mentor has already made clear what services they are happy to offer so don't be afraid to ask for one. Please do not ask for one that they have not offered.

3. Be sensitive to your Mentor's availability.

Your mentor may have a very demanding job. They have volunteered to take on the added responsibility of mentoring. Please be appreciative of your mentor's time and investment; respond in a timely manner to your mentor's questions and comments. If you don't have the time to respond at length, send a short message letting your mentor know you will be in contact when you have the opportunity.

4. Expect support, not miracles.

You can expect a certain level of support and advice from a mentor, but he or she can't solve your problems for you. Perhaps the most valuable qualities a mentor can offer are

insight into a career area and an objective point of view. A mentor can put a situation in to perspective, offer feedback, serve as a sounding board, and identify others who could potentially help. They may suggest activities you can engage in or small ways you can position your career thinking to meet your goals as well as resources that may be helpful to you.

5. Communicate clearly.

Initiate contact with your mentor if you have questions or would like to discuss something. Identify your needs and communicate them as clearly as possible to your mentor. It may be helpful to put some focused energy into organising your thoughts and concerns before talking to your mentor, so that your communications are concise and the time is spent usefully.

6. Be open to your mentor's comments.

The great advantage of having a mentor is that they are not friends, family or peers and are able to offer you objective advice and support. Be willing to learn new things, obtain another perspective and be responsive to suggestions and constructive criticism.

7. Follow through.

When you decide to act on your mentor's suggestions, do so in a timely manner and then report back to him/her. If you're struggling to make those actions let your mentor know what is holding you back and they may be able to offer suggestions to help you overcome any obstacles. Remain silent and your mentor will be none the wiser.

8. Remember that you own your development.

It's up to you to identify objectives as well as keep the relationship focused and moving forward.

9. Ask for specific advice.

On your skill set, ideas, plans, and goals. The more specific you are, the easier it will be for your mentor to respond.

10. Remember to say thank you.

Once you have achieved everything you wish to achieve from a particular mentorship please take the time to thank the mentor and then **close the relationship** via the eMentoring system so that the mentor is available for someone else.

For further information on the eMentoring scheme contact careers@aber.ac.uk

You can register/log-in here: www.aber.aluminate.net/