

# BEL CAREER MENTORING PROGRAM

Mentee Handbook



**BUSINESS,  
ECONOMICS  
& LAW SET**

**STUDENT  
EMPLOYABILITY  
TEAM**

# BEL CAREER MENTORING PROGRAM

Offering you the opportunity to network, connect and engage one-on-one with a respected and successful industry professional.

Mentoring can be a great way to kickstart your career, giving you valuable insights into your industry.

You will be able to get practical guidance on all aspects of career and employability such as transitioning to work after graduation, applying your academic knowledge in the workplace, goal setting and career options. You will also gain an understanding of the behaviour and attributes expected in the workplace and how best to utilise your skills to find work and develop your career.

## PROGRAM BENEFITS AND OBJECTIVES

1. Access up-to-date, industry-specific career information and guidance
2. A supportive environment in which you can feel comfortable exploring career options
3. Build professional networks and relationships with UQ alumni and other industry professionals

## HOW DOES THE PROGRAM RUN?

The program runs throughout the semester and is facilitated by the Business, Economics and Law Student Employability Team (BEL SET) which supports students and mentors by:

- pairing you with a mentor
- providing a point of contact for you should you have any concerns or problems
- running a series of workshops and information sessions to support you and enable you to make the most of your mentoring experience.



# WHAT TO EXPECT

Through your mentor you will gain an understanding of the behaviours and attributes expected in the workplace, and how best to utilise your skills to find work and develop your career.



## INDUCTION TO MENTORING

- receive confirmation of your placement in the program
- attend the compulsory Induction Workshop



## CONNECT WITH YOUR MENTOR

- receive details of your assigned mentor
- complete the Student Acknowledgement form
- contact your mentor to arrange initial meeting and complete the Mentoring Protocol form



## BUILD YOUR RELATIONSHIP

- attend a compulsory Network Breakfast with your mentor
- keep a mentoring journal
- answer mentoring reflective questions, communicated throughout the program



## REFLECTION AND FEEDBACK

- attend the compulsory Mentoring Workshop
- complete a feedback form to share your experiences and offer recommendations

### ARMANDO RIVIERE

2016 Mentee

“The BEL Career Mentoring Program is a very rewarding experience. It has greatly improved my confidence and I've been introduced to very important people who can influence my career.

The advice that my mentor has given me, and the wisdom that he's shared throughout the program will greatly influence the success I have in the future.



### SHERRY LAM

2016 Mentee

“I'm very glad that I participated in the mentoring program. My mentor, Jeff Weigh [former CEO of South Bank Corporation] has been very inspiring. He's been a great leader and help in setting up my career goals.

The networks I have made through Jeff and his colleagues have opened a world of opportunities to me, in Brisbane and beyond.



# THE MENTORING PROCESS

Mentoring relationships progress through four stages: preparing, managing the relationship, reflecting and transitioning.

These stages build on one another but will vary depending on the mentoring relationship. Awareness of the stages is a key factor in successful mentoring relationships as they act as significant signposts.



## PREPARATION

1. Both you and your mentor should reflect on your motivations and goals for the mentoring relationship
2. You are responsible for initial contact
3. Complete the Student Acknowledgement form

### Initial meeting: Establishing the mentoring relationship

The success of this relies on maintaining a level of interest, commitment and communication. It is important to build rapport with your mentor from the very beginning, so take some time to get to know each other. Information on your life story and career history will enable the relationship to build.

Below are some suggestions for the initial meeting:

- discuss your background, strengths and goals
- explain what classes you are taking this semester and your post-graduation plans
- discuss any concerns you have about trying to establish this relationship
- tell your mentor why you are interested in the program and what you hope to gain from it

In addition to getting to know each other you will also need to use this first meeting to agree on the general terms of the relationship:

- how often you will meet
- how/where you will meet
- how will you maintain contact between meetings (phone, email, Skype)

This information should be recorded on the Mentoring Protocol form to be returned to: [c.lam@uq.edu.au](mailto:c.lam@uq.edu.au). Save the file as follows: Mentoring Protocol\_Your name\_Your Mentor's name

## MANAGING THE CONNECTION



Planned mentoring relationships need clearly-focused goals and activities that meet the needs of both the mentor and mentee to help sustain the relationship. The suggested discussion topics and activities in the Mentoring Toolkit will help clarify your expectations, assist with career goal setting and building a professional network, as well as help to strengthen your mentoring relationship.

### Subsequent meetings: Maintaining the relationship

After the initial meeting, you and your mentor can explore any topics that you have identified as being beneficial or of particular interest to you.

A number of suggested discussion topics, questions and activities that can help direct the meetings are included in the Mentoring Toolkit. These are not exhaustive and you are encouraged to explore other activities and topics that you find relevant to your career development.

Both students and mentors can expect to enjoy a mutually beneficial relationship that is professional and equal, recognising that you can each grow from the learning experience.



## REFLECTION

Determine if your initial goals and agreements are being met or should be re-evaluated or adjusted. Ask yourself:

- what is going well during my mentoring sessions?
- are there any obstacles preventing the establishment of a good relationship with my mentor?
- what am I learning about myself during this process?

Regular reflection on how the program is working for you means any issues can be resolved quickly and easily.



## TRANSITIONING AND EVALUATION

After completing the formal Mentoring Program you can choose to discontinue your relationship with your mentor or, if both parties agree, continue the mentoring relationship outside of the structured program. If you decide to remain in contact with your mentor, BEL SET will no longer facilitate the connection.

If you agree to discontinue the mentoring relationship, the last meeting should be spent reviewing the progress made and working out “where to from here”.

You will receive an online evaluation of the Career Mentoring Program. Please be open and honest about your opinion of the program.



# MENTORING GUIDELINES

## WHAT WOULD BE EXPECTED OF ME?

### Initiating contact

Once you have been matched with your mentor, you are responsible for contacting them via email to arrange the initial meeting. Your mentor is required to respond to that communication as soon as possible. If you have not received a response after two attempts, please advise the Mentoring Coordinator, Catherine Lam at: [c.lam@uq.edu.au](mailto:c.lam@uq.edu.au).

### Commitment, availability and frequency of contact

By agreeing to participate in the Mentoring Program you will be committing to regular contact with your mentor for the duration of the program. The ability to meet regularly with your mentor is essential.

We ask that you take all reasonable steps to ensure that your study, work and personal circumstances will allow you to commit to the duration of the program (Semester 1: March to June; Semester 2: August to October).

The regularity and method of contact between you and your mentor needs to be negotiated and agreed upon. It is recommended that you meet approximately fortnightly. If face-to-face contact is not possible due to location, work or study commitments, it may be easier to maintain contact via phone, email or Skype.

If, at any stage, your study or personal commitments make it difficult to continue the program please advise the Mentoring Coordinator at: [c.lam@uq.edu.au](mailto:c.lam@uq.edu.au).

Use your mentor interaction to gain practical advice on all aspects of career and employability, including transitioning to work after graduation, applying your academic knowledge in the workplace, goal setting and career options.

## WHAT WILL MY MENTOR EXPECT FROM ME?

It is expected that you will have a genuine desire to learn from this experience and will abide by the guidelines. These include:

- respect your mentor's privacy – do not disclose information about your mentor without prior consent
- remember your mentor is a busy professional; keep your scheduled appointments or provide adequate notice if you are unable to attend as scheduled
- refrain from contacting your mentor outside of arranged meeting times
- maintain a professional manner and always treat your mentor with respect and courtesy
- be engaged and proactive.

Please be aware that it is not appropriate for you to use the mentoring relationship to:

- ask for assistance with university assessments
- expect employment or work experience
- discuss visa issues.

## Other Requirements

You will be required to participate in the Mentoring Program which comprises of:

- an Induction Workshop
- the BEL Career Mentoring Network Breakfast
- online Reflective Questions
- a Mentoring Journal
- a Reflective Workshop
- the final Mentoring Survey.

Each component of the Mentoring Program is designed to help you increase your employability skills by clearly and confidently identifying and discussing your knowledge, skills, attributes and experiences. You will receive the dates and details of these events via email before the program commences (in December for Semester 1 and in July for Semester 2) so be sure to check your student email account regularly.

## PRIVACY POLICY

The University of Queensland and the Faculty of Business, Economics and Law respects your privacy and treats information gathered accordingly. For details please read the BEL SET privacy notices at [bel.uq.edu.au/set/privacy](http://bel.uq.edu.au/set/privacy).

# MENTORING TOOLKIT

Suggested discussion topics.



## CAREER GOAL SETTING AND PLANNING

Think about your plans for your professional future:

- do you have a specific career goal and if so, how do you plan to reach this goal?
- how will you monitor your progress?
- what is most important to you in your future career?



## MENTOR BACKGROUND

- ask about your mentor's current role and their day-to-day work activities
- ask them how they achieved their career success to-date
- what are the major rewards and benefits of this occupation?
- ask about the relationship between their university studies and their current role
- discuss why they chose their career path
- ask what they like and dislike about their current position and industry
- look over your mentor's current job description



## JOB INFORMATION AND WORKPLACE INSIGHTS

- discuss current trends in the field
- ask for information on possible courses to study/further education options
- discuss publications, subscriptions or forums that are useful in these roles
- discuss the focus of certain roles and career progression paths



## THE JOB SEARCH

- work together on your résumé and cover letter
- look over your mentor's résumé (if appropriate)
- discuss the benefits of work experience/internships
- discuss questions you might expect in an interview
- ask about the most sought-after attributes in your line of work
- discuss ways to look for work in this industry



## BUILDING A PROFESSIONAL NETWORK

- discuss the importance of networking
- ask for assistance with creating an 'elevator speech' to introduce yourself in a networking situation
- discuss what kind of network you would like to develop
- compile a list of people you would like to meet (be realistic) and ask if your mentor can facilitate any meetings/connections
- ask if your mentor can arrange any informational interviews or 'coffee meetings' with colleagues or contacts that might help you with your career direction
- practice networking conversations
- discuss professional organisations that you can get involved in and attend any associated functions

# MAKE THE MOST OF MENTORING



## STUDENT CHECKLIST

### Program requirements

- develop mentoring protocol in consultation with your mentor
- negotiate a commitment for ongoing communication
- fulfil all commitments and provide adequate warning of changes
- assist with evaluation and feedback

### Program expectations

- respond as soon as possible to all email and phone messages
- develop a professional relationship – be honest and respectful
- be objective and non-judgmental
- observe confidentiality and professional standards of behaviour at all times
- participate fully in the program

### Role of mentee

- make initial contact with your mentor
- be proactive and make an effort at all times
- communicate openly
- be open to opportunities even if unrelated to your specific interests
- be courteous and show commitment to the program
- accept feedback and learn from it positively
- follow up with agreed activities or contacts

### To avoid

- asking for assistance with assignments
- expecting work experience or a job
- unscheduled or unnecessary contact with your mentor

## OTHER TIPS

The relationship you build with your mentor will depend on the objectives that you set initially, and how comfortable you feel with each other.

Here are a few general suggestions to keep the relationship moving forward and worthwhile:

- prepare for your mentoring session (maybe email topics to your mentor ahead of time)
- focus on the relationship rather than the outcome
- ask direct questions
- listen with an open mind and be ready to learn something new each time you meet
- allow your mentor to get to know you
- create an agenda
- follow up on agreements
- maintain and respect privacy
- take notes

## HOW DO I REGISTER

Entry into the BEL Career Mentoring Program is by expression of interest. You must be enrolled in a Business, Economics or Law degree and:

- in your final year of study (for undergraduates), or
- at any point in your degree (for postgraduates - excluding MBA students).

A limited number of mentors are available, so places are restricted. Registering for the program does not guarantee a placement. Each registration will be considered on its merit and only successful applicants will be notified. Please go to the BEL Career Mentoring page on the BEL SET website; application forms can be found at [bel.uq.edu.au/set/belmentee](http://bel.uq.edu.au/set/belmentee).

The success of the Mentoring Program relies on maintaining a level of interest, commitment and communication.

# MENTORING PROTOCOL

We are voluntarily entering into a mentoring relationship and agree that for the duration of the program we will:

- maintain confidentiality and respect each other's privacy
- be respectful, non-judgmental and supportive
- keep to scheduled meeting times or give adequate notice of change
- behave ethically and safely at all times
- advise the Mentoring Program Coordinator of any issues or concerns
- use the Mentoring Toolkit (see page 7 of this handbook) to assist in establishing objectives

## FREQUENCY AND PREFERRED METHOD OF CONTACT: (recommended one hour fortnightly)

## AGREED OBJECTIVES AND DESIRED OUTCOMES:

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5	<input type="text"/>

Although we will endeavour to complete the program, we understand that the relationship can be discontinued by either party on a no-fault basis if necessary.

### MENTOR:

Name:

Signed:  Date:

### MENTEE:

Name:

Student Number:

Signed:  Date:

Mentor and student to each keep a copy. Once completed, please scan and email a copy to Catherine Lam: [c.lam@uq.edu.au](mailto:c.lam@uq.edu.au). Save the file as: Mentoring Protocol\_Student's Name\_Mentor's Name

# MEETING AGENDA: SAMPLE

This sample agenda for the first four mentoring meetings offers a suggested format for the mentoring meetings and discussions.

Mentors and mentees are encouraged to develop a plan of meetings that suits their own requirements and provides flexibility to explore other topics as they present themselves.

## 1 INTRODUCTION

### Discussion points/activities:

- discuss your own respective backgrounds
- expectations of the mentoring relationship
- decide on Meeting Two topic = e.g. goal setting and career planning
- complete and submit Student Acknowledgement form

### To complete:

- negotiate objectives of the mentoring relationship
- agree upon frequency and method of contact
- discuss how you will maintain contact between 'meetings'
- return completed Mentoring Protocol form to Catherine Lam: [c.lam@uq.edu.au](mailto:c.lam@uq.edu.au). Save the file as: Mentoring Protocol\_Mentee's name\_Mentor's name

### Preparation for next meeting:

- Think about your career goals – graduate position, two/five/10 years later

## 2 GOAL SETTING/CAREER PLANNING AND MENTOR BACKGROUND

### Discussion points/activities:

- do you have any specific career goals? Graduate position, two/five/10 years later? Why are you interested in this area?
- what is most important to you in your job? Satisfaction, financial reward, seeing results, helping in the community, balancing it with other interests? How will you integrate this into your work?
- what can you do now to reach these goals? Areas of study to focus on?
- mentor to talk about their own career progression – how did they get this far? Is it what they had planned after uni? How does it differ – is that better or worse?
- decide on Meeting Three topic = e.g. possible positions and job search strategies

### Preparation for next meeting:

- find your ideal job (or as close to it as you can) and bring to next meeting (use Seek, UQ StudentHub etc.). Be realistic.
- bring in your résumés (both mentor and student)

## 3 POSSIBLE POSITIONS AND JOB SEARCH STRATEGIES

### Discussion points/activities:

- go over your ideal job advertisement. What appeals to you? Why?
- discuss what you need to do to be suitable for this role – further study/training, work experience, networking?
- what entry level roles could lead to this position? How can you find out more about working in this role/company? Any avenues for meeting people in this field?
- compare your résumé with your mentor's – how do they differ? How far away are you from being suitable for your ideal position?
- revise your résumé – highlight areas that need work or require more experience/knowledge
- decide on Meeting Four topic = e.g. networking

### Preparation for next meeting:

- think about what you think networking is
- mentor to arrange to have mentee briefly visit workplace at next meeting

## 4 NETWORKING

### Discussion points/activities:

- discuss the best attributes for working in preferred roles. Strengths and weaknesses (mentor and mentee). What can be done to overcome these?
- discuss possible professional organisations to join, continuing education opportunities, publications and subscriptions of interest
- assist with creating your 'elevator speech' to introduce yourself in a networking situation
- discuss any concerns about networking: what to say, small talk, what they can offer you in return
- compile a list of people it may be beneficial to meet prior to graduation and suggestions of how to achieve that. Be realistic
- briefly visit your mentor's workplace
- job applications, interviewing and transition to work

### Preparation for next meeting:

- mentor to suggest professional for you to contact for further discussion on working in the field - 'coffee meeting'
- arrange to attend one networking function with your mentor before next meeting

# MEETING AGENDA

The BEL Career Mentoring Program is designed to encourage participants to explore a range of topics.

The following form is an optional tool to assist with meeting preparation and may provide direction for discussions. As such, you will notice that apart from the initial meeting, no focus or discussion points have been set. Ideally, at the end of each meeting, participants will decide on the focus of the next session. Some suggested topics are listed in the Mentor's Handbook.

1

**Discussion points/activities:**

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**To complete:**

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**Preparation for next meeting:**

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3

**Discussion points/activities:**

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**To complete:**

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**Preparation for next meeting:**

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2

**Discussion points/activities:**

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**To complete:**

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**Preparation for next meeting:**

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4

**Discussion points/activities:**

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- 
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**To complete:**

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- 
- 
- 

**Preparation for next meeting:**

- 
-



## HOW TO REGISTER

Entry into the BEL Career Mentoring Program is by expression of interest. The program runs in Semester 1: March – June and Semester 2: August – November. To register for consideration please visit: [bel.uq.edu.au/set/belmentee](http://bel.uq.edu.au/set/belmentee).



## SPEAK TO US

If you have not previously registered or completed an online application, please contact the Career Mentoring Coordinator: Catherine Lam  
Email: [c.lam@uq.edu.au](mailto:c.lam@uq.edu.au)  
Phone: +61 7 3365 4222



## VISIT THE WEBSITE

Visit BEL SET's website for the latest information on their employability programs, events and workshops.  
[bel.uq.edu.au/set](http://bel.uq.edu.au/set)



## CONTACT US

Visit:  
Room 117, Level 1  
Colin Clark (Building 39)  
St Lucia Campus

Email:  
[careers@bel.uq.edu.au](mailto:careers@bel.uq.edu.au)

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