INTRODUCTION

The Career Mentoring Program puts high achieving, motivated final year mentees from The University of Queensland’s Faculty of Business, Economics and Law in touch with key industry professionals.

The program complements mentees’ academic knowledge by offering a real industry perspective and practical advice to prepare them for their career. This invaluable guidance enhances all aspects of a mentee’s employability, including their transition to work, applying academic knowledge in the workplace, goal setting and career options. As a mentor, you can play a key role in a mentee’s development while enhancing your own leadership and coaching skills and gaining an insight into younger employees. You might even identify new talent for your organisation.

PROGRAM OBJECTIVES

1. To establish and foster positive individual mentoring relationships which provide value to both you and your mentee
2. To provide mentees with current, relevant and applicable career information and advice
3. To provide an environment where mentees feel comfortable to explore career options and topics of interest
4. To encourage mentees to build professional networks and relationships

HOW THE PROGRAM OPERATES

The program operates throughout the semester (March - June or August - November) and is facilitated by the Business, Economics and Law Student Employability Team (BEL SET) which supports mentors and students by:

• pairing you with a mentee
• providing a point of contact for you should you have any concerns or problems.
MENTORING GUIDELINES

WHAT IS MENTORING
Career mentoring is a one-to-one relationship in which an experienced individual voluntarily offers their knowledge, insight and encouragement to facilitate the learning and development of a less experienced person.

A good career mentoring relationship is professional and equal, recognising that both mentor and mentee can grow from the experience.

A mentor does not guarantee success and will often play contradictory roles – sometimes offering advice and support; at other times posing tough challenges and sharing critical insights.

WHY SHOULD I BECOME A MENTOR?
At some stage of your career you would have had help from colleagues or friends who were more experienced or who had different experiences from yourself. This is a chance for you to be that person for a mentee. Your life experiences, gained through learning and working with others, make you well qualified to help a young person starting their career. Mentoring also enhances your management, leadership and coaching skills.

WHAT WOULD BE EXPECTED OF ME?
Commitment, availability and frequency of contact
As a mentor, you will be committing to regular contact with your mentee for the duration of the mentoring program. The ability to meet regularly with your mentee is essential.

We ask that you take reasonable steps to ensure that your work and personal circumstances will permit you to commit for the duration of the program.

Although the regularity and method of contact is negotiable between you and your mentee and needs to be convenient for both parties, it is recommended that you meet approximately fortnightly. If face-to-face contact is difficult due to your location or commitments, it may be easier to maintain contact via e-mail, Skype or telephone.

It is also recommended that in your initial meeting you agree on dates and the frequency of meetings to reduce unscheduled contact.

If, at any stage, your work or personal commitments make it difficult to continue mentoring, please advise the Mentoring Manager, Cate Clifford by email: c.clifford@uq.edu.au.

Initiating contact
Once the matching process has been finalised you will be notified of the mentee you will be mentoring. Your mentee will contact you via phone or e-mail to arrange the initial mentoring meeting. Please respond to that communication as soon as possible.

Mentor responsibilities
As a mentor you are asked to:
• provide information, guidance, support, encouragement and constructive feedback
• be willing to have regular contact with the mentee
• encourage the exploration of ideas and facilitate self-directed learning
• devote appropriate, uninterrupted time to meeting with the mentee
• create opportunities for learning and development
• encourage your mentee to approach other people for information and develop their own network of resources
• respond in a timely and professional manner to all mentoring commitments and communication
• maintain confidentiality regarding information obtained in the course of the relationship
• attend the BEL Career Networking Breakfast.

WHAT CAN I EXPECT FROM THE STUDENT?
Your mentee will apply for a position in the mentoring program, and be selected based on academic achievement, stage of study, and motivation to learn from the mentoring experience. It is expected that the mentee has a genuine desire to learn from this experience and that they will abide by the guidelines. These include:
• respecting your privacy and under no circumstances disclosing information without prior consent
• remembering that you are a busy professional and keeping scheduled appointments or providing you with adequate notice if unable to attend as scheduled
• refraining from contacting you out of arranged meeting times
• maintaining a professional manner and treating you with respect and courtesy at all times.

Please be aware that it is not appropriate for a student to use the mentoring relationship to:
• ask for assistance with assignments
• expect employment or work experience.
THE MENTORING PROCESS

Mentoring relationships progress through predictable 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. Simply being aware of them provides significant signposts.

PREPARATION

1. You and your mentee should reflect on your motivations and goals for the mentoring relationship
2. Mentors are matched with an appropriate mentee, based on the information provided in the expression of interest
3. BEL SET informs you about the match by e-mail with brief introductory information about your mentee and mutual contact information
4. Your mentee sends an initial e-mail to you
5. You and your mentee begin communicating by expressing expectations and agreeing upon some common procedures; e.g. the frequency of contact and availability of both parties

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 following suggested discussion topics and activities help to clarify your mentee’s expectations, assist with career goal setting and building a professional network, as well as helping to strengthen your mentoring relationship.

Initial meeting: Establishing the mentoring relationship

The success of the mentoring program relies on maintaining a level of interest, commitment and communication. It is important to build rapport from the very beginning, so take some time to get to know one another. Information about your life will enable the relationship to progress.

Below are some suggestions for the initial meeting:
• discuss your mentee’s background, strengths and goals
• ask what classes your mentee is taking this semester
• ask about the mentee’s plans after graduation
• ask what expectations they have from the mentoring relationship
• ask if they have any concerns about trying to establish this relationship
• tell the mentee why you are interested in mentoring
• if you have ever been mentored, discuss how it helped your career
• together complete the Mentoring Protocol - the mentee will provide this document

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, e-mail, Skype)

This information should be recorded on the mentoring protocol provided and sent back to BEL SET to careers@bel.uq.edu.au.
REFLECTION

You and your mentee might like to use the meeting agenda template provided to outline particular areas for discussion at each meeting.

Periodically, you and your mentee should reflect on the learning process and progress to ensure that your goals are being met. Determine if your initial goals and agreements should be re-evaluated and make adjustments if necessary.

- what do you feel is going well during your mentoring sessions?
- are there any obstacles which may be preventing the establishment of a good relationship with your mentee?
- what positive impact do you feel you have in helping your mentee?
- what are you learning about yourself during this process?

By reflecting regularly on how the program is working for you and your student, any issues can be resolved quickly and easily.

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

If you agree to discontinue the connection, spend the last meeting reviewing the progress made and working out ‘where to from here’ for the mentee.
MENTORING TOOLKIT

Suggested discussion topics.

CAREER GOAL SETTING AND PLANNING
• what are your plans for your professional future?
• do you have a specific career goal?
• what is your plan to reach this goal?
• how will you monitor your progress?
• what is most important to you in your future career?

MENTOR BACKGROUND
• discuss your own career progression, current role and day-to-day work
• discuss how your degree prepared you for real work
• discuss why you chose your career path
• talk about what you like most about your job and what you don’t like so much
• look over your current job description, discussing each element of the role

JOB INFORMATION AND WORKPLACE INSIGHTS
• discuss current trends in the field
• discuss possible courses to study/continuing education options
• discuss useful publications or forums
• discuss the focus of certain roles and career progression
• if appropriate, arrange for a short period of ‘job shadowing’
• invite the mentee to relevant seminars, lectures or industry events and discuss the topics presented
• further workplace experience such as attending team meetings or training sessions

THE JOB SEARCH
• work together on the mentee’s resume and cover letter
• look over your resume (if appropriate)
• discuss the benefits of work experience/internships/volunteer work
• discuss questions you might expect in an interview or mock interview
• talk about the most sought after attributes in your line of work
• suggest ways to look for work in this industry – e.g. websites

BUILDING A PROFESSIONAL NETWORK
• discuss the importance of networking
• help create the mentee’s ‘elevator speech’ to introduce themselves in a networking situation
• discuss how to overcome shyness or awkwardness
• keeping in touch with contacts – what is expected and what is appropriate
• ask what kind of network they would like to develop and whether they need any assistance in learning how to network?
• ask if there are any specific contacts that the mentee would like you to initiate; compile a list of suggested contacts
• practice networking conversations
• arrange for the mentee to visit your workplace and introduce them to your colleagues
• set up ‘coffee meetings’ with other colleagues in the mentee’s area of interest
• suggest organisations that the mentee can get involved in, and attend any associated functions
MENTORING PARTNERSHIP

CODE OF CONDUCT

By registering to participate in the Career Mentoring Program you agree to undertake your mentoring responsibilities in accordance with the Code of Conduct.

PROGRAM REQUIREMENTS

• negotiate the Mentoring Protocol including a commitment for ongoing communication between the mentor and mentee
• fulfill all meeting commitments and agreed actions, and provide adequate warning of changes
• assist with evaluation and feedback
• contact BEL SET with any concerns or difficulties

PROGRAM EXPECTATIONS

• respond as soon as possible to all e-mail and phone messages
• develop a professional friendship – be honest and respectful
• be objective and non-judgmental
• observe confidentiality and professional standards of behaviour at all times

EXPECTATIONS OF MENTOR

• guide mentees to achieve self-reliance
• challenge, motivate, inspire and encourage
• encourage self-directed reflection, analysis and problem solving
• be patient and build trust
• create opportunities for learning and development
• avoid providing solutions, counselling or assuming responsibility for the mentee’s career development

If either party breaches this code of conduct, notify BEL SET as soon as possible. Any improprieties will result in the mentoring relationship being discontinued immediately.

If either party breaches this code of conduct, notify BEL SET as soon as possible. Any improprieties will result in the mentoring relationship being discontinued immediately.

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.

OTHER TIPS

Although the mentoring relationship you build with your mentee will depend on the objectives you set initially, and how comfortable you feel with each other, here are a few suggestions to keep the relationship moving forward and worthwhile:

• allow time to talk with your mentee without interruptions
• ask open ended questions
• be a positive role model
• be an active listener
• allow your mentee to get to know you
• create an agenda
• prepare for the meetings – utilise the Mentoring Agenda Sheets provided
• follow up on agreements
• try to vary the style of mentoring – include activities, brainstorming, role plays, attending events, meetings with contacts
• be as clear as possible about anything that may hinder regular communication e.g. let the mentee know if you will be unavailable for a period of time
• don’t rely on the mentee to always initiate contact – the mentor is also responsible for moving the relationship forward

By registering to participate in the Career Mentoring Program you agree to undertake your mentoring responsibilities in accordance with the Code of Conduct.

There are seven modules in the course:
• what is employability?
• developing your employability
• connecting your employability to the workplace
• communicating your employability
• workplace behaviours and attitudes
• career transitions
• ongoing learning and working globally.

In this free, self-paced course, you’ll hear from:
• employers discussing what they value when hiring new graduates
• current students who have maximised their university experience
• graduates who have transitioned successfully into the workplace
• academics in the field of employability with insights into key topics in the course.

Go to edx.org, register for an account, then sign in and enrol in EMPLOY101x: Unlocking your employability.

UNLOCKING YOUR EMPLOYABILITY MOOC

The University has developed a Massive Open Online Course (MOOC) to assist students and professionals to develop their employability.

In this free, self-paced course, you’ll hear from:
• employers discussing what they value when hiring new graduates
• current students who have maximised their university experience
• graduates who have transitioned successfully into the workplace
• academics in the field of employability with insights into key topics in the course.

Go to edx.org, register for an account, then sign in and enrol in EMPLOY101x: Unlocking your employability.
HOW TO REGISTER
If you can play an important role in a student’s career development please visit our website for application forms:
bel.uq.edu.au/set/belmentor

SPEAK TO US
If you have not previously registered or completed an online application, please contact the Career Mentoring Manager: Cate Clifford
Email: c.clifford@uq.edu.au
Phone: +61 7 3346 9258

VISIT THE WEBSITE
Visit BEL SET’s website for the latest information on their employability programs, events and workshops.
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
Call:
+61 7 3365 4222