



## **School of Dental Science, GRADLINK Mentoring Guidelines for Mentors 2018-2019**

### **Purpose of mentoring:**

Schools value maintaining strong links with its graduates and in order to draw on the wealth of experience, which they can contribute to undergraduate learning, as a result a number of Schools participate in mentoring. Mentoring is an interactive learning and educational experience, provided to students to assist them in their personal and career development. Students benefit enormously from the exchange of ideas with graduates and gain useful insights into optimising their time in College and how they can best manage their career development. For their part, graduates feel that as well as “giving something back” to the School and keeping in touch with College, they also benefit on a more personal level.

### **Time commitment:** Approx 10 hours over the academic year to June

- Launch event usually one evening early in the academic year from 6-9pm.
- Meet Ups with mentees- approx. 3 meetings for approx. 1 hour over the academic year
- Responding to mentee(s) emails/ questions/ concerns
- Respond to evaluation in Summer 2019

### **Expectations of graduates:**

- 3+ year professional experience, active in a sector
- Willing to assist students to better equip themselves for the labour market in which they have expertise through support, assistance & guidance
- Where advice is sought outside specialist area, graduate to refer back to Careers Service
- Provide ongoing professional support to 1-3 students over the agreed period of time. If you are matched with more than one student we encourage you to meet the students as a group
- To inform the School Co-ordinator if there are issues connecting/communicating with mentees

### **Expectations of students:**

- To engage with mentor after initial email sent by School Co-ordinator
- To inform the School Co-ordinator if there are any issues connecting/communicating with mentors
- To keep meetings/ contact within parameters established by mentor
- To be proactive and willing to meet with mentor and to come to meetings prepared
- To discuss and progress mentees' goals and expectations

### **Expectations of School Co-ordinator**

- School Co-ordinator will:
  - be the main point of contact for graduates and students and co-ordination of the event(s)
  - co-ordinate the launch and matching process
  - evaluate the programme
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### **Expectations of Careers Consultant**

- Careers Consultant will assist with:
  - delivering briefing session for graduates and students
  - advise on referrals which may arise for mentors who feel students need expertise outside of their remit e.g. career planning/ information, decision making; personal issues; other

### **Suggestions for launch:**

Depending on the school (format varies) prior to meeting students at the launch event, graduates can meet each other for approx a half hour to gather an overview of mentoring with support from the Careers Consultant, School Co-ordinator and academic staff.

### **Introduction to mentees:**

Mentees will be matched to a mentor as assigned by the school. If there is a number of mentees in a mentor's group, a lead mentee will co-ordinate meetings between the group and the mentor.

Mentees will make contact by phone or email to agree a date for the first meeting. It is encouraged to meet three times before end of April 2019.

### **Topics that may be of interest to students:**

- Researching and exploring particular job roles and sectors
- Deciding on what to do after College
- Reviewing a CV/ LinkedIn profile
- Practicing job interviews, professional communication and networking
- Introductions to other professional colleagues
- Finding jobs not advertised
- Entirely optional:
  - Securing a day/half day work shadowing to get an insight into a job/ sector
  - Working on a project at the mentor's company for experience (no payment to be sought)

### **Suggestions for the first meeting:**

- 1) Set of ground rules such as
  - overall objective
  - roles and responsibilities, such as organising meetings, providing feedback
  - where and when you will meet, and for how long
  - what areas will be covered, and what not
  - formal and informal contact outside scheduled meetings
- 2) Set date and agenda for next meeting.
- 3) Confirm agreed actions and next meeting. Please remember that if you have to cancel a meeting, please do so well in advance, and arrange an alternative date

In some cases this relationship may continue, with agreement of both parties over a number of years helping the student to progress through various stages of their career.

We hope you gain clear benefits from the programme, and that you enjoy engaging with the TCD community.

School Co-ordinator contact details are available online.

### **Careers Service Resources for your Mentees**

- Mentoring Resources
- Job Skills Workshops & Webinars
- Employer Events
- Vacancy Listings
- Careers Week
- CV/LinkedIn Drop In Clinics
- Careers Information Centre
- 1-to-1 Career Guidance
- Practice Interviews (on Video)
- Postgraduate Study & Awards
- Work Experience & Internships (WE&I) Programme
- Personal Development Programme
- Online Personality & Ability Assessments

Careers Service, 2<sup>nd</sup> Floor, 7-9 South Leinster St, Trinity College, Dublin 2.

Tel: 01 896 1721/1705 Web: [www.tcd.ie/Careers](http://www.tcd.ie/Careers) email: [Careers@tcd.ie](mailto:Careers@tcd.ie)

MyCareer: [mycareerconnect.tcd.ie](http://mycareerconnect.tcd.ie) (for vacancies, events, employer listings, book appointment and more)