Mentee Guidelines

Mentoring is an interactive learning and educational experience, provided to support you with developing your career. It is a relationship between a ‘mentee’ and a more experienced ‘mentor’. Mentees who participate in mentoring understand that mentors are busy professionals volunteering their time and experience. They understand that the mentor's role is to help by sharing their experience and expertise, and not necessarily to help organise work or offer employment. Below are guidelines to help make mentoring a success for you.

Before you start

Complete your profile. Mentors have a limited amount of 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 studied. Putting a face to a name always helps, so upload a photo!

Successful Mentoring

Mentors can offer practical support with preparing for the job search, networking and discussing career options. Successful mentoring is typically a one-to-one relationship, working towards clear, agreed objectives (at least at the beginning of the relationship) and focused on your career. Part of what makes mentoring valuable is that you keep the same mentor for a period of time – we suggest an initial six month period. Your mentor can get to know you, your strengths and aspirations. You benefit from better support because they know you, and they get the satisfaction of seeing you progress towards reaching your goals.

Being a Mentee

The core of a mentoring relationship is conversation, whether by email, phone, Skype or face-to-face. Many mentors are willing to provide practical help such as reviewing your CV/ LinkedIn profile/ application or interview practice. To be the best mentee you can be we encourage you to follow these guidelines:

- **Adhere to the mentee guidelines and mentee agreement**- a requirement to engage in mentoring
- **Take the lead**- you are expected to lead the mentoring relationship and ensure that you are progressing
- **With your mentor set objectives**- choose a few that are Specific Measurable Achievable Relevant Timed (SMART)
- **Review your progress**- each time you meet set aside time to reflect on what you have achieved to date
- **Do not assume that all mentors can offer the same types of support**- some mentoring relationships are carried out entirely by Skype due to geography
- **Ending the mentoring relationship**- either your mentor or you can decide to end the relationship. Please talk to your mentor before ending the relationship
- **Complete the mentoring feedback survey**

Use the mentoring resources at the [Careers Advisory Service](#) website to:

- Approach a mentor
- Manage the relationship, once you have a mentor
- Know what to do during mentoring
- End the mentoring relationship

Commitment Level

We recommend that you engage in one mentoring relationship at a time. Be realistic in your expectations of your mentor and be reasonable about how much time you want from them. What form mentoring support takes depends on what your specific needs are and what the mentor has the time and ability to offer. A guideline is to aim for about
three meetings of about an hour’s duration over a six month period. In addition you may engage in e-mails exploring your career questions/concerns. You are in control of how much time you give to mentoring, it is important to communicate your commitment level to your mentor.

Finding a mentor?
The *Trinity Alumni Online* platform facilitates online mentoring connections between alumni and students/other alumni. The online mentoring platform includes profiles of alumni who are willing to be mentors. Events are also run throughout the year in Trinity and abroad to facilitate face-to-face connections as part of or separate to the online connections. For more information, visit [www.tcd.ie/alumni](http://www.tcd.ie/alumni). Once you have found a potential mentor use the messaging facility to contact your mentor. For subsequent contact your mentor’s online mentor profile indicates their preferred mode of communication e.g. email, phone, Skype or face to face. Make an appointment for your first conversation using the online scheduling facility.

How do I approach a mentor?
Once you have found a potential mentor, you need to contact them via the *Trinity Alumni Online* platform to ask them to be a mentor.

- Introduce yourself and tell them about your career ideas and plans. If you do not have any yet, say so.
- Be clear about what you hope to gain from mentoring and why you choose them as a potential mentor. Before you send the request:
  - check your spelling and grammar
  - ensure your message is polite and professional. Aim to make your language at least as formal as the mentor’s own writing on their profile or how they presented themselves at the mentoring event
- Once you have sent your request to the mentor. They will either accept your request or decline your request with an explanation.
- If you do not receive a reply within 7 days, you can send them a reminder message or approach another mentor instead. Please remember that mentors are often busy people and if they have not responded there may be a good reason for this. Please contact the Alumni Office alumni@tcd.ie if you continue to experience difficulty with contacting a mentor.

Mentoring Resources
The mentoring webpage at the [Careers Advisory Service](http://www.tcd.ie/careers/) website has a range of useful resources.

1. Mentoring Resources document assists you to:
   - Once you have a mentor how to manage the relationship
   - What to do during mentoring
   - Ending the relationship
2. Mentee Agreement
3. Top Tips for Mentees
4. Mentee FAQ

How can the College support me?
**For students** - For any further advice, read the mentoring resources and/or book an appointment with your [Careers Consultant through MyCareer](http://www.tcd.ie/careers/), for all other support see [Trinity Support Services](http://www.tcd.ie/careers/).

**For alumni** – please contact the [Alumni Office](http://www.tcd.ie/alumni) for further information.

Adapted from original source: Mentoring Guides, Careers & Placements, University of York