GradLink Mentoring Guidelines for Mentees

Purpose of mentoring
The School supports the personal and career development of students. Graduates willing to share their wealth of experience can contribute significantly to undergraduate learning. Mentoring is an interactive learning and educational experience, between graduates and students to assist students in developing personally and professionally. Students benefit enormously from the exchange of ideas with graduates and gain useful insights into optimising their time abroad 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. We hope you gain clear benefits from the GradLink programme and that you harness the Trinity community to support your career development.

Launch Event
Enjoy meeting graduates and exploring their career progression and experiences at the launch. Approximately 30 graduates will briefly introduce themselves and their sector of employment/ job role. You will receive a booklet with the profile of all participating graduates. Each graduate will then be "posted" to that particular sector area of the room and students and graduates have the opportunity to mingle informally at the reception. Not everyone will want to be mentored, but we would encourage you to come along to the launch and find out what graduates of the School are now doing from a career point of view. For those who are interested in being mentored by a graduate you can complete the Gradlink Mentoring Application Form which will be available on the evening of the launch.

Topics that may be of interest to students
- Researching and exploring particular job roles and sectors
- Deciding on what to do after College
- Review a CV/LinkedIn profile
- Practice job interviews, networking
- Introductions to other professional colleagues
- Finding jobs not advertised

Entirely at the mentor’s discretion:
- Securing a day/half day work shadowing to get an insight into a job/ sector
- Work on a project at the mentor's company for experience (no payment to be sought)

Introduction to Mentors
Students will be matched with graduates based on the students' request and rationalising this request. If there is a number of mentees in a mentor’s group, a lead mentee will coordinate meetings between the group and the mentor. Mentees will be informed of their mentors after the launch, at the lunchtime Mentoring Meetings with Careers Advisory Service in mid-November.
Mentees and mentors 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 Hilary Term. It is important to approach the mentoring relationship with an open mind, professionalism and respect. This includes following through with commitments to meet your mentor or rescheduling meetings in advance, not at the last moment.
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
   - Informal contact outside scheduled meetings
   - Underline that it is responsibility of students to come to meetings prepared

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.

Time commitment

- Approximately 10 hours over the year from November to May
- Launch Event: Wednesday 26th October from 6pm to 9pm
- Attending Mentoring Match Meeting with Careers Advisory Service in November
- Circa 3 meetings for roughly 1 hour during the year
- Respond to evaluation request after the end of the academic year

Expectations of students

- To attend Mentoring Match Meeting with Careers Advisory Service in November
- To engage with mentor after initial email sent by School SEO
- To inform the School SEO if there are any issues connecting with mentors
- To keep meetings/contact within parameters established by mentor
- To be proactive and willing to meet with mentor
- To discuss and progress your goals and expectations

Expectations of graduates

- 3+ years of 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 Advisory 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 SEO if there are issues connecting/communicating with mentees

School Senior Executive Officer (SEO) – shhmentoring@tcd.ie
The School SEO is the main point of contact for graduates/students and co-ordinates the launch, matching process and evaluation of the programme.

Careers Adviser
The Careers Adviser delivers a briefing session for graduates and students at the beginning of the programme as well as advising 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, etc.