



Alumni-to-Student Career Mentoring

“How To” Guide for Mentors attending a Mentoring Launch Event 2019/2020

**Mentor Trinity students and help boost their confidence, networking and interview skills?
Want to provide advice on what potential employers look for when selecting candidates?
Want to boost your mentoring skills?
Alumni-to-Student Mentoring is just what you are looking for!**

What is mentoring?

It is an opportunity for students to develop personally and professionally by establishing a supportive mentoring relationship with a Trinity graduate. Students benefit enormously from the exchange of ideas with graduates who can share their wealth of experience. Students take responsibility in contacting potential mentors. Once a mentor accepts a student mentee request a mentoring relationship begins. As a guideline, aim for about three meetings of about an hour's duration over a six month period.

What types of topics interest students?

- Exploring job roles and sectors
- Deciding what to do after College
- Practising job interviews, professional communication and networking
- Finding jobs not advertised
- CV/LinkedIn profile reviews

Who is mentoring for?

- It is for alumni mentors with professional experience interested in sharing their expertise, and
- Final year and penultimate year students of all disciplines

What is the Format of a Mentoring Launch event?

- Get ideas on making the most of mentoring at the Mentor Briefing with Trinity Development and Alumni.
- Alumni mentors are grouped by sector at the launch event to facilitate students finding you.
- It's an opportunity to network with potential mentees.
- Introduce yourself to students. Be prepared to discuss your work/career and respond to student questions.
- Zone facilitators will be on hand to help make introductions.
- Let potential mentees know that you are registered with Trinity Alumni Online and that you are willing to receive a mentoring request from them.
- Remember these events are an opportunity to speak with **many** students. The process of mentoring and in-depth conversations happens AFTER the event.
- Understand your role in supporting students to receive a Mentoring Certificate of Completion.

What Happens After a Mentoring Launch event?

- Students will be encouraged to connect with you via Trinity Alumni Online.
- Please register at: Trinity.aluminate.net and update your mentor profile.
- Respond to any mentoring requests from potential student mentees.
- Explain your availability and capacity to help.
- Once you accept a mentoring request follow up to arrange your first meeting.
- Set some SMART objectives together with your student mentee.
- The Mentor Handbook will help to manage your mentoring relationship.
- Be prepared to discuss and sign the document *Tracking My Mentoring Journey* for students who are applying for a Mentoring Certificate of Completion.

Time commitment:

- Approx. 10 hours from the launch event to April.
- Attend the Mentor Briefing with Trinity Development and Alumni prior to a Mentoring Launch event: 6-6.30pm.
- Attend the Mentoring Launch event: 6.45- 8.30pm.
- Meet Ups with Mentees: Approx. 3 meetings for approx. 1 hour over the following six months.
- Respond to a survey evaluation at the end of your mentoring relationship.

What's involved for alumni mentors:

- Willing to assist students to better equip themselves for the labour market in which they have expertise through support, assistance & guidance.
- Register with Trinity Alumni Online Mentoring and agree to Mentor Guidelines and Mentor Agreement.
- Attend the Mentoring Launch Event and meet with potential student mentees interested in your industry/field/area of expertise.
- Where advice is sought outside your area of expertise suggest that the student seeks advice from the Careers Service in the first instance.
- Provide mentoring over a specific period of time, aim for six months initially.
- Discuss and sign the document *Tracking My Mentoring Journey* for students applying for the Mentoring Certificate of Completion.
- To inform alumni@tcd.ie if there are issues connecting/communicating with mentees.

What's involved for student mentees:

- Register with Trinity Alumni Online and agree to Mentee Guidelines and Mentee Agreement.
- Contact potential mentors, to secure a mentor of choice.
- Schedule the first meeting.
- Keep meetings/ contact within parameters established by mentor.
- Be proactive, willing to meet with a mentor and prepare for meetings.
- Discuss and progress their career goals and expectations.
- Complete and sign the document *Tracking My Mentoring Journey* if applying for the Mentoring Certificate of Completion.
- Inform the alumni@tcd.ie if there are any issues connecting/communicating with mentors.
- As needed seek careers and mentoring support through MyCareer from your careers consultant.

Role of Trinity Development and Alumni (TDA):

- Be the point of contact for mentors at alumni@tcd.ie.
- Co-ordination of Mentoring Launch events.
- Manage Trinity Alumni Online.
- Evaluate events and mentoring relationships as they end from an alumni perspective.

Role of Careers Service:

- Be the main point of contact for student mentees through MyCareer and careers@tcd.ie
- Co-ordinate and deliver briefing sessions to mentees prior to the Mentoring Launch event.
- Evaluate events and mentoring relationships as they end from a student perspective.
- Manage the issuing of Mentoring Certificates of Completion.
- Advise on referrals which may arise for mentors who feel mentees need expertise outside of their remit.
- Create mentoring resources to support mentors and mentees.

Role of Schools:

- Promote the value of mentoring and attendance at events to penultimate year and final year undergraduate students.
- Encourage alumni to connect to Trinity Alumni Online.
- Facilitate at Mentoring Launch events.

More information on Mentoring—The Careers Service is here to help

Mentor handbook at <https://www.tcd.ie/Careers/graduates/mentoring/>

will help make mentoring a success for you

Students need more assistance? Encourage them to book an appointment with their Careers Consultant at