



## School of Law, GRADLINK Mentoring Guidelines for Mentees 2018-19

### **Purpose of mentoring:**

Schools support the personal and career development of students. Graduates willing to share their wealth of experience can contribute significantly to undergraduate learning in Schools participating in mentoring. 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 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.

### **Launch Event:**

Enjoy meeting graduates and exploring their career progression and experiences at the launch. Approximately 10-30 graduates (numbers vary by school) will briefly introduce themselves and their sector of employment, job role and/or specialism. You will receive the profile of participating graduates. Each graduate will then be “posted” to that particular sector area/specialism 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 your 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 you:**

- Researching and exploring particular job roles, sectors and specialisms
  - Deciding on what to do after College
  - Review a CV/ LinkedIn profile
  - Practice job interviews, professional communication and 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:**

Mentees will be matched with mentors based on the mentees’ request or as assigned by the school. (Varies by 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 be informed of their mentors after the launch, at the lunchtime Mentoring Meetings.

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. It is important to approach the mentoring relationship with an open mind, professionalism and respect. This includes communicating professionally, 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
  - 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, 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:**

- Approx. 10 hours from the launch event to the programme evaluation in June.
- Attending the Launch Event: usually 6.30-9pm.
- Meet Ups with Mentor: Approx. 3 meetings for approx. 1 hour over the academic year.
- Respond to evaluation in Summer 2019.

#### **Expectations of students:**

- To contact your mentor to schedule your first meeting.
- To keep meetings/ contact within parameters established by mentor.
- To be proactive, willing to meet with your mentor and come to meetings prepared.
- To discuss and progress your goals and expectations.
- To inform the School Co-ordinator if there are any issues connecting/communicating with mentors.

#### **Expectations of mentors:**

- 3+ year professional experience, active in a sector.
- Willing to assist mentees to better equip themselves for the labour market in which they have expertise through support, assistance & guidance
- Where advice is sought outside specialist area, mentor 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 mentee we encourage you to meet the mentees as a group
- To inform the School Co-ordinator if there are issues connecting/communicating with mentees.

#### **Expectations of School Co-ordinator & Careers Consultant**

- School Co-ordinator will:
  - Be the main point of contact for mentors and mentees and co-ordination of the event(s).
  - Co-ordinate the matching process.
  - Evaluate the programme.
- Careers Consultant will assist with:
  - Delivering briefing session for mentees at Launch event along with School Co-ordinator.
  - Advising on referrals which may arise for mentors who feel mentees need expertise outside of their remit e.g. career planning/ information, decision making; personal issues; other.

NOTE: Careers Service is open all year round for TCD students seeking impartial professional careers advice

We hope you gain clear benefits from the programme, and that you harness the TCD community to support your career development.

#### **Careers Service Resources for Students**

- 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) (vacancies, events, employer listings, book appointment)