



Alumni-to-Student Career Mentoring

“How To” Guide for Penultimate and Final Year Students attending a Mentoring Launch Event 2019/2020

**Want to boost your career prospects? Unsure what to do after College?
Want to find out more about a job or industry?
Start Your Career Mentoring Journey here!**

What is mentoring?

It is an opportunity 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 your request your 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 can be covered?

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

Who are the mentoring launch events for?

Final year and penultimate year students of all disciplines.

Attend a Mentoring Briefing with the Careers Service before a Mentoring Launch event

- Get ideas on how to make the most of mentoring.
- Develop a 'request a mentor' strategy to ensure that you secure your mentor of choice.
- Get tips on how to manage your first meeting with your mentor.
- Understand how to best manage your mentoring relationship.
- Find out how the Careers Service can support you.
- Understand what is needed to receive a Mentoring Certificate of Completion.

What is the Format of a Mentoring Launch event?

- Meet a potential mentor in the Dining Hall at one of the Mentoring Launch events.
- Mentors will be organised by sectoral zone.
- Introduce yourself to mentors. Mentors like to know a little about you.
- Zone facilitators will be on hand to help make introductions.
- Ask potential mentors if they are registered with Trinity Alumni Online and are willing to receive a mentoring request from you.
- Remember these events are an opportunity to speak with **many** graduates. The process of mentoring and in-depth conversations happen AFTER the event.

What Happens After a Mentoring Launch event?

- Register with Trinity Alumni Online.
- Request a mentor telling your potential mentor what you hope to get from the mentoring relationship.
- Once a mentor accepts you as a mentee follow up with your mentor to arrange your first meeting.
- Set some SMART objectives together with your mentor.
- The Careers Service Mentoring Briefing and the mentoring resources will help to manage your relationship.
- Complete and sign “Tracking My Career Mentoring Journey” document by the end of March to receive a Mentoring Certificate of Completion.

Time commitment:

- Approx. 10 hours from the launch event to March.
- Attend the Mentee Briefing with the Careers Service prior to a Mentoring Launch event: 6-6.30pm.
- Attend the Mentoring Launch event: 6.45-8.30pm.
- Meet Ups with Mentor: Approx. 3 meetings for approx. 1 hour over the following five/six months.
- Respond to evaluation at the end of your mentoring relationship.

What's involved for student mentees:

- Register with Trinity Alumni Online and agree to Mentee Guidelines and Mentee Agreement.
- Contact potential mentors, to secure your mentor of choice.
- Schedule your first meeting.
- Keep meetings/ contact within parameters established by mentor.
- Be proactive, willing to meet with your mentor and prepare for meetings.
- Discuss and progress your career goals and expectations.
- Complete and sign "Tracking My Career Mentoring Journey" document by the end of March to receive a Mentoring Certificate of Completion.
- Inform 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.

What's involved for alumni mentors:

- Willing to assist mentees to better equip themselves for the labour market in which they have expertise through support, assistance & guidance.
- Register with Trinity Alumni Online 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 of your area of expertise suggest that student mentees seek advice from the Careers Service who can assist directly or refer the student to another service as appropriate.
- 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.

Role of Trinity Development and Alumni (TDA):

- Be the main 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 at careers@tcd.ie or submit a query through MyCareer.
- Co-ordinate and deliver briefing sessions to mentees prior to the Mentoring Launch event.
- Advise 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.
- Manage the issuing of Mentoring Certificates of Completion.
- Evaluate events and mentoring relationships as they end from a student perspective.
- 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 and students to connect to Trinity Alumni Online.
- Facilitate at Mentoring Launch events.

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

Mentoring resources at www.tcd.ie/Careers will help you make mentoring a success for you

Need more help? Book an appointment with your Careers Consultant at MyCareer — mycareerconnect.tcd.ie