



Alumni-to-Student Career Mentoring

“How To” Guide for Penultimate and Final Year Student Mentees attending a Mentoring Launch Event 2018/2019

**Want to boost your career prospects? Unsure what to do after College?
Want to find out more about a job or industry?
Alumni-to-Student Career Mentoring is just what you are looking for!**

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
- Deciding what to do after College
- Practising job interviews, professional
- Finding jobs not advertised
- CV/LinkedIn profile reviews

Who is mentoring 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.

At a Mentoring Launch event arranged by industry sector

- A list of mentors registered to attend the event will be sent to you in advance.
- Meet a potential mentor in the Dining Hall at one of the Mentoring Launch events.
- 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 Mentoring 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.

After a Mentoring Launch event

- Register with Trinity Alumni Online Mentoring.
- 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 Mentoring Briefing with the Careers Service and the online mentoring resources will help to manage your relationship.

Time commitment:

- Approx. 10 hours from the launch event to April.
- 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 six months.
- Respond to evaluation at the end of your mentoring relationship.

What's involved for student mentees:

- Register with Trinity Alumni Online Mentoring 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.
- Inform the alumni@tcd.ie if there are any issues connecting/communicating with mentors.

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 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 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.
- 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 and mentees at alumni@tcd.ie.
- Co-ordination of Mentoring Launch events.
- Manage Trinity Alumni Online.
- Evaluate events and mentoring relationships as they end.

Role of Careers Service:

- Co-ordinate and deliver briefing sessions to mentees prior to the Mentoring Launch event.
- Assist TDA to respond to mentoring related queries as required.
- 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.

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 Mentoring.
- 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