



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Mentor Guidelines

Mentoring is an interactive learning and educational experience, provided to support students and fellow alumni with developing their career. It is a relationship between a 'mentee' and a more experienced 'mentor'. Below are guidelines to help make mentoring a success for you.

Being a mentor

Mentoring activities can range from helping a mentee to find out more about what it's like to work in a specific role or sector, reviewing a CV or LinkedIn profile, providing advice on interview strategy, or helping your mentee to practice professional communication and networking. It is a rewarding experience that generally results in personal growth for the mentor as well as the mentee. The specific shape of the relationship is up to you.

There are a couple of ways you can become a mentor: through the online platform and at in-person events. To connect with students and alumni through the online platform, please sign up at [Trinity Alumni Online](#) (the full terms and conditions for using Trinity Alumni Online are [here](#)). Once you have activated your mentoring tab, students and alumni will be able to send you a mentoring request.

We also run several **in-person mentoring events** at Trinity throughout the year. Please see the [Trinity Development and Alumni website](#) for upcoming events.

Commitment level

When volunteering as a mentor, you can choose your level of commitment which can range from answering a few questions over email through to a more ongoing mentoring relationship that may last several months. As a guideline, we would recommend that you aim for about three meetings of about an hour's duration over a six-month period in addition to replying to any e-mails/questions/concerns. You are in control of how much time you have to give to mentoring and can change your level of commitment as you see fit.

Some students will apply for a Mentoring Certificate of Completion. To receive this Certificate you will need to discuss and co-sign the [Tracking My Mentoring Journey](#) document. You will also be requested to complete mentoring feedback surveys on your experience.

Ideal number of alumni/students to mentor

You can decide how many mentees you wish to accept. If you are new to mentoring or have limits on your time, it may be appropriate to engage with just one or two mentees to begin with, monitor progress with them, and take on others as and when you feel comfortable to do so.

Ways you could help as a mentor

Your support can be valuable to students/alumni at any point in your career. For example:

- **If you only graduated a few years ago** – you can share your insight into finding a first job, applications and interviews, making the most of your time at university, and how to successfully transition into working life.
- **If you are further into your career** – you likely have a deep knowledge of the industry sector you work in, and possibly other sectors as well. You are also well-equipped to help students/alumni with longer-term career planning and goal-setting, and to help them build confidence and resilience.
- **If you are self-employed** – Trinity has many entrepreneurial students who are keen to start their own businesses. These students would greatly value your advice on the challenges and rewards of self-employment.
- **If you are a postgraduate researcher or an academic** – many students/alumni who consider academic

careers can benefit from your experience of academia and of winning research positions and funding.

Responding to mentoring requests

If you have just received a mentoring request from a student/alum, these quick tips are for you.

- **Consider how you could help** - Your mentee may be able to learn a lot from you even if they are not currently interested in following your career path.
- **Tell them about yourself** - If you agree to mentor them, try to tell them a little more about yourself and your interests. This will make them more comfortable and help to get the conversation started.
- **Plan your time commitment** - Mentoring can be time-consuming; be realistic about how much time you have for the student/ alumni before accepting them.
- **Ask for more information if you need it** - If you are not sure what this student/alum wants from you or you do not know enough about them, you can send a response to them before accepting them as a mentee.
- **Manage their expectations** - If your time is limited, tell them that – and give them a realistic idea of how quickly they will hear back from you.
- **Thank the student/alumni for their interest** - Approaching a mentor takes time and thought and can be nerve-racking, so a kind response will be appreciated. If you decline a request there should be a good reason to do so. We encourage you to at least have an initial conversation to explore whether the relationship would be mutually beneficial.
- **Report anything you are uncomfortable with** - Please report any problems to [Trinity Development and Alumni](#) at alumni@tcd.ie. This is important, not just for your benefit, but for all other mentors the student/alumni may come into contact with.

How can the College support you?

Where career or personal development advice is sought by a student mentee outside your specialist area, you can refer back to Trinity's [Careers Service](#), at careers@tcd.ie or go to the online portal [MyCareer](#) so that a careers consultant can work with the student. If you are concerned about your mentee's emotional wellbeing contact the Student Counselling Service at telephone (01) 8961407 for guidance and suggestions.

Mentees who are current Trinity students can also be referred directly to the Student Counselling Service for support. If your mentee is not a current student, the service can still support you and will help you to identify an appropriate source of support for anyone of concern.

How to get started

There are a couple of ways you can become a mentor:

[Sign up to Trinity's Online Mentoring Platform](#)

To connect with students and alumni for online mentoring, please sign up to our mentoring platform at [Trinity Alumni Online](#). Please take time to complete your profile in detail as this gives you the best chance of being found by a suitable mentee. Make sure that the checklist of the mentoring 'services' you are able and willing to provide is kept up to date and the number of simultaneous mentoring relationships reflects your capacity. We want you to volunteer based on the time and energy you have available. Once you have activated your profile, students and alumni will be able to send you a mentoring request. You can easily set your preferences for the number of mentees you can accept and the types of mentoring services you can offer. After you've connected with a mentee, you can choose how you want to connect - via email, phone, in person, etc. - as well as how often.

[Attend a Mentoring Event on Campus](#)

We run several in-person mentoring events at Trinity throughout the year. Please go to our [Mentoring page](#) for upcoming mentoring events.