



GradLink Trinity College Dublin Mentoring Guidelines for Mentors 2016-2017

Purpose of mentoring:

Schools value maintaining strong links with its graduates and in order to draw on the wealth of experience, which they can contribute to undergraduate learning, as a result a number of Schools participate in mentoring. Mentoring is an interactive learning and educational experience, provided to students to assist them in their personal and career development. 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.

Time commitment: Approx 10 hours over the academic year to June

- Launch event usually one evening early in the academic year from 6-9pm. [See schedule online.](#)
- Meet Ups with mentees- approx 3 meetings for approx. 1 hour over the academic year
- Responding to mentee(s) emails/ questions/ concerns
- Respond to evaluation in Summer 2017

Expectations of graduates:

- 3+ year professional experience, active in a sector
- Willing to assist students to better equip themselves for the labour market in which they have expertise through support, assistance & guidance
- Where advice is sought outside specialist area, graduate to refer back to Careers Advisory Service (CAS)
- Provide ongoing professional support to 1-3 students over the agreed period of time. If you are matched with more than one student we encourage you to meet the students as a group
- To inform the School Co-ordinator/Global Officer if there are issues connecting/communicating with mentees

Expectations of students:

- To engage with mentor after initial email sent by School Co-ordinator/Global Officer
- To inform the School Co-ordinator/ Global Officer if there are any issues connecting/communicating with mentors
- To keep meetings/ contact within parameters established by mentor
- To be proactive and willing to meet with mentor and to come to meetings prepared
- To discuss and progress mentees' goals and expectations

Expectations of School Co-ordinator/Global Officer

- School Co-ordinator/ Global Officer will:
 - be the main point of contact for graduates and students and co-ordination of the event(s)
 - co-ordinate the launch and matching process
 - evaluate the programme

Expectations of Careers Consultant

- Careers Consultant will assist with:
 - delivering briefing session for graduates and students
 - advise on referrals which may arise for mentors who feel students need expertise outside of their remit e.g. career planning/ information, decision making; personal issues; other
 - matching process where there is capacity

Suggestions for launch:

Prior to meeting students graduates will meet each other for approx an half hour overview of mentoring with Careers Consultant, School Co-ordinator/ Global Officer and academic staff.

We hope that 30 graduates will briefly introduce themselves and their job role or specialism including what they have to offer potential mentees. Students will also receive a booklet with the profile of all participating graduates. A range of sectors or specialisms will be represented by graduates at the launch networking reception. Each graduate will be "posted" to that particular sector area/specialism of the room and students will circulate.

Introduction to mentees:

Mentors will be introduced, by email, to their mentees after the launch. Students will be matched with graduates based on the students' request. 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.

Topics that may be of interest to students:

- Researching and exploring particular job roles and sectors
- Deciding on what to do after College
- Reviewing a CV/ LinkedIn profile
- Practicing job interviews, professional communication and networking
- Introductions to other professional colleagues
- Finding jobs not advertised
- Entirely optional:
 - Securing a day/half day work shadowing to get an insight into a job/ sector
 - Working on a project at the mentor's company for experience (no payment to be sought)

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, please 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.

We hope you gain clear benefits from the programme, and that you enjoy engaging with the TCD community.

[School Co-ordinator/ Global Officer contact details are available online.](#)

Careers Advisory Service Resources for your Mentees

- 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 Advisory Service, 2nd Floor, 7-9 South Leinster St, Trinity College, Dublin 2.

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