



Alumni-to-Student Mentoring

“How To” Guide for Mentors attending a Mentoring Launch Event 2019/2020

**Interested in helping boost Trinity students' confidence, networking and interview skills?
Want to provide advice on what potential employers look for when selecting candidates?
Want to boost your mentoring skills? Reflect on your career development?
Alumni-to-Student Mentoring is just what you are looking for!**

What is mentoring?

Mentoring is a personal and professional relationship between graduates and students that can help students to bridge the gap between third level education and their professional career interests. The types of mentoring relationships can vary, but we recommend connecting with a mentee about three times over a six-month period.

What topics interest students?

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

Who is mentoring for?

The mentor launch events are for undergraduate final year and penultimate year students. However all students are able to find mentors via Trinity Alumni Online.

Who is the ideal mentor?

Mentors are Trinity graduates with interest in sharing their professional experience with a Trinity student. Whether you have recently graduated or it has been many years since you were a student, the importance is that you want to support a student in a mentoring capacity.

How is the Mentoring Launch event arranged?

- The event will be divided by industry sector.
- There will be a mentor briefing at the launch event before you meet with students.
- You will be grouped by sector with other alumni mentors at the launch event to facilitate students finding you.
- You will have the opportunity to share your work/career experience with students and answer their questions.
- Zone facilitators will be on hand to help make introductions and manage conversation flow.
- Let potential mentees know that you are registered with Trinity Alumni Online (or that you will be registering) and that you are willing to receive a mentoring request from them.
- Remember these events are an opportunity to speak with **many** students. The process of mentoring and in-depth conversations happens AFTER the event.
- Understand your role in supporting students to receive a Mentoring Certificate of Completion.

What happens after a Mentoring Launch event

- Students will be encouraged to connect with you via Trinity Alumni Online.
- Please register at: Trinity.aluminate.net and update your mentor profile if you haven't already.
- Respond to any mentoring requests from potential student mentees.

What is the time commitment?

- Approximately 10 hours from the launch event to April.
- Attend the Mentor Briefing prior to the Mentoring Launch event: 6-6.30pm.
- Attend the Mentoring Launch event: 6.45- 8.30pm.
- Meet with Mentees: Approx. 3 meetings for approx. 1 hour over the following six months.
- Respond to a survey evaluation at the end of your mentoring relationship.

What's involved for alumni mentors:

- Assist students to better equip themselves for the labour market.
- 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 your area of expertise suggest that the student seeks advice from the Careers Service in the first instance.
- Provide mentoring over a specific period of time, aim for six months.
- Discuss and sign the document *Tracking My Mentoring Journey* for students applying for the Mentoring Certificate of Completion.
- Contact the Alumni Office via alumni@tcd.ie if there are issues connecting/communicating with mentees.

What's involved for student mentees:

- Register with Trinity Alumni Online and agree to Mentee Guidelines and Mentee Agreement.
- Contact potential mentors via Trinity Alumni Online to secure a mentor of choice.
- Schedule the first meeting.
- Keep meetings/ contact within parameters established by mentor.
- Be proactive, willing to meet with a mentor and prepare for meetings.
- Discuss and progress career goals and expectations.
- Complete and sign the document *Tracking My Mentoring Journey* if applying for the Mentoring Certificate of Completion.
- Contact the Careers office at careers@tcd.ie if there are any issues connecting with mentors.
- As needed seek careers and mentoring support through MyCareer from your careers consultant.

What is the Role of Trinity Development and Alumni (TDA)?

- Be the point of contact for mentors at alumni@tcd.ie.
- Manage Trinity Alumni Online.
- Evaluate events and mentoring relationships as they end from an alumni perspective.

What is the Role of Careers Service?

- Be the point of contact for mentees through MyCareer and careers@tcd.ie
- Evaluate events and mentoring relationships as they end from a student perspective.
- Manage the issuing of Mentoring Certificates of Completion.
- Advise on referrals which may arise for mentors who feel mentees need expertise outside of their remit.

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

Mentor handbook at www.tcd.ie/Careers will help make mentoring a success for you