



Tracking My Career Mentoring Journey 2019/2020

(between student mentee and alumni mentor)

This document sets out a framework for tracking the mentoring relationship between a you and your alumni mentor with the purpose of clarifying your goals, assisting with reflection and optimising learning.

The mentoring relationship can start at any point in the academic year but should be completed by mid-March 2020. For students to be eligible to receive a Mentoring Certificate of Completion, they must complete at least three meetings with their mentor (face to face/ Skype) and track their progress on the form below. When completed, the mentee and mentor must sign the form and submit to MyCareer by Friday 27th March 2020.

Mentee Name _____

Mentor Name _____

Mentoring Reflections

Clarify the goals of your mentoring relationship

Mentee: What I want to get out of mentoring is.... (Refer to [Mentoring Resources](#) for ideas)

1. _____
2. _____
3. _____

Mentor: What I can offer to this mentee is ...(Refer to the [Trinity Career Mentor Handbook](#) for ideas)

1. _____
2. _____
3. _____

Our shared vision of success in this mentoring relationship is:

Mentoring Arrangements

The mentee will contact the mentor at least _____ time(s) a week/ month/ semester.

Our primary means of communication will be through (circle): face-to-face / phone / email / Instant Messaging/ Trinity Alumni Online Mentoring (TAOM)/ Other _____

We will meet one-on-one to discuss our progress and to review our goals at least _____ time(s) a week/ month/ semester

It will be the (mentee's / mentor's) responsibility to schedule these meetings. (circle)

In preparation for these meetings, the mentee will:

In preparation for these meetings, the mentor will:



Meeting Tracker

Meeting One:

Date & time: _____ Location: _____

Outcomes of/ actions from meeting: -

Meeting Two:

Date & time: _____ Location: _____

Progress since previous meeting:

Outcomes of/ actions from meeting: -

Meeting Three:

Date & time: _____ Location: _____

Progress since previous meeting:

Outcomes of/ actions from meeting: -

If additional meetings/ email exchanges/ phone calls were held please include details in an attachment with this document.

Signatures

Mentee Signature

Mentor Signature

Mentee Email Address

Mentor Email Address

Date

Date