



## GradLink Mentoring Programme

### Guidelines for Mentees (2015-2016) *School of Social Sciences and Philosophy*

#### ➤ **Purpose of mentoring:**

The School of Social of Social Sciences and Philosophy aims to support the personal and career development of our students. Graduates willing to share their wealth of experience can contribute significantly to undergraduate learning through 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.

#### ➤ **Launch Event - Tuesday October 20, 2015:**

Enjoy meeting graduates and exploring their career progression and experiences at the launch event. Approximately 20-30 graduates will briefly introduce themselves and their sector of employment, job role and/or specialism. You will receive an Information Booklet with a profile of all participating graduates. Each graduate will then be “posted” to a particular sector area/specialism within the room and students and graduates will have the opportunity to mingle informally.

Not everyone will want to be mentored, but we would encourage you to come along to the launch and find out what graduates of economics, philosophy, political science, and/or sociology are doing now from a career point of view. For those who are interested in being mentored by a graduate you can complete the GradLink Mentoring Application Form which will be available on the evening of the launch.

#### ➤ **Topics that may be of interest to you:**

- Researching and exploring particular job roles, sectors and specialisms
- Deciding on what to do after College
- Review a CV/ LinkedIn profile
- Practice job interviews, professional communication and networking
- Introductions to other professional colleagues
- Finding jobs not advertised

Entirely at the mentor’s discretion:

- 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)

#### ➤ **Introduction to mentors:**

Students will be matched with graduates based on the students’ requests. If there are a number of mentees in a mentor’s group, a lead mentee will co-ordinate meetings between the group and the mentor. Mentees will be informed of their mentors after the launch, at the Mentoring Matching Meetings (see reverse).

Mentees and mentors should make contact by phone or email to agree a date for the first meeting. You are encouraged to meet three times before end of May 2016. It is important to approach the mentoring relationship with an open mind, professionalism and respect. This includes communicating professionally, following through with commitments to meet your mentor or rescheduling meetings in advance, not at the last moment.

#### ➤ **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, do so well in advance, and arrange an alternative date.

**Time commitment:** Approx 10 hours over the academic year to May/June including:

- Attending the Launch Event - Tuesday 20 October from 6.30pm to 9.00pm
- Attending a Mentoring Matching Meeting with Careers Advisory Service (CAS) - 30mins on Oct 28 or 29
- Meet Ups with Mentor: Approx. 3 meetings for approx. 1 hour over the academic year
- Responding to evaluation survey in May/June 2016

### **Expectations of students:**

- To attend the Mentoring Matching Meeting with the Careers Advisory Service, to identify your mentor and make the most of the process [Global Room at 12.30-1.00 or 1.00-1.30 on either Oct 28 or 29]
- To contact your mentor to schedule your first meeting
- To keep meetings/ contact within parameters established by mentor
- To be proactive, willing to meet with your mentor and come to meetings prepared
- To discuss and progress your goals and expectations
- To inform the Global Officer if there are any issues connecting/communicating with mentors

### **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 and guidance
- Where advice is sought outside specialist area, graduate to refer back to CAS
- Provide ongoing professional support to 1-3 students over the agreed period of time. If your mentor is matched with more than one student they are encouraged to meet the students as a group
- To inform the Global Officer if there are issues connecting/communicating with mentees

### **Expectations of Global Officer and Careers Advisor:**

*Global Officer will:*

- Act as the main point of contact for graduates and students
- Co-ordinate the launch and matching process
- Evaluate the programme
- 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
- Provide input into the mentor-mentee matching process where there is capacity

*Careers Advisor will:*

- Assist with delivering the briefing session for graduates and students

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 Trinity community.

**Fiona Hayes**

**Careers Adviser**

Careers Advisory Service

E-mail: fhayes@tcd.ie

**Helen Murray**

**Global Officer, School of Social Sciences and Philosophy**

Office of the Vice-Provost for Global Relations

E-mail: sspalum@tcd.ie

Please note the CAS is open all year round for students seeking impartial professional careers advice:



## **Careers Advisory Service Resources for Trinity students**

- Job Skills Workshops & Webinars
- Employer Events
- Vacancy Listings
- Finding Work In ... Series
- Voices From ... Series
- CV/LinkedIn Drop In Clinics
- Careers Information Centre
- Postgraduate Study & Awards
- 1-to-1 Career Guidance Practice Interviews (on Video)
- Work Experience & Internships (WE&I) Programme
- Personal Development Programme
- Specialist advice for students with disabilities & international students
- Online Personality & Ability Assessments

Careers Advisory Service, 2<sup>nd</sup> Floor, 7-9 South Leinster St, Trinity College, Dublin 2.

Tel: 01 896 1721/1705 Web: [www.tcd.ie/Careers](http://www.tcd.ie/Careers) email: [Careers@tcd.ie](mailto:Careers@tcd.ie)