



## GradLink Mentoring Programme

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

#### ➤ **Purpose of mentoring:**

Trinity values maintaining strong links with its graduates and aims to draw on the wealth of experience, which they can contribute to undergraduate learning, by offering mentoring programmes in a number of its academic Schools. 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 for mentors:**

Approximately 10 hours over the academic year to May/June including:

- Launch Event - Tuesday 20<sup>th</sup> October from 6.00pm to 9.00pm
- Mentee Meetings - approx 3 meetings of approx. 1 hour over the academic year
- Responding to mentee(s) emails/ questions/ concerns
- Responding to evaluation survey in May/June 2016

#### ➤ **Roles and responsibilities:**

##### ***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 the 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 Global Officer, your main point of contact, if there are issues connecting/communicating with mentees

##### ***Expectations of students:***

- To engage with mentor after initial introduction email sent by the Global Officer
- To inform the 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 their goals and expectations

##### ***Expectations of Global Officer:***

- Act as the main point of contact for graduates and students
- Co-ordinate the launch and matching process
- Evaluate the programme

##### ***Expectations of Careers Adviser:***

- Assist in delivering the 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
- Provide input into the mentor-mentee matching process where there is capacity

➤ **GradLink Launch event - Tuesday 20 October, 2015:**

Prior to meeting students graduates will meet each other for an overview of mentoring (approximately half an hour) with a Careers Adviser, Global Officer and academic staff. Graduates are then invited to briefly introduce themselves and their job role or specialism to students. Students will also receive a booklet with a profile of all participating graduates. Following these introductory talks students will have the opportunity to meet with graduates at a reception. As a range of sectors or specialisms will be represented, graduates will be "posted" to that particular sector/specialism in the relevant area of the room and students will circulate.

➤ **Introduction to mentees:**

Following the launch event students will be matched with graduates based on the students' requests. Mentors will then be introduced, by email, to their mentees. 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.

➤ **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

➤ **Topics that may be of interest to students:**

- Researching and exploring particular job roles and sectors
- 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 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)

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](mailto: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](mailto:sspalum@tcd.ie) Web: [www.tcd.ie/ssp](http://www.tcd.ie/ssp)



## Careers Advisory Service Resources for your Mentees

- Job Skills Workshops & Webinars
- Employer Events
- Vacancy Listings
- Finding Work In ... Series
- Voices From ... Series
- 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
- 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) E-mail: [Careers@tcd.ie](mailto:Careers@tcd.ie)