

Student mentee guide

MENTORING

CAREERS NETWORK
MENTORING

ALUMNI LEADERSHIP
MENTORING

GRADUATE
MENTORING

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Contact Careers Network

For any queries throughout the process please email
mentoring@contacts.bham.ac.uk

1 Introduction to mentoring

Careers Network provide a range of services that will help you explore your options of pursuing your chosen career after graduation. From seeking one to one support with a Careers Advisor to finding an internship abroad, there is a lot to choose from in order to aid your personal and long term career development.

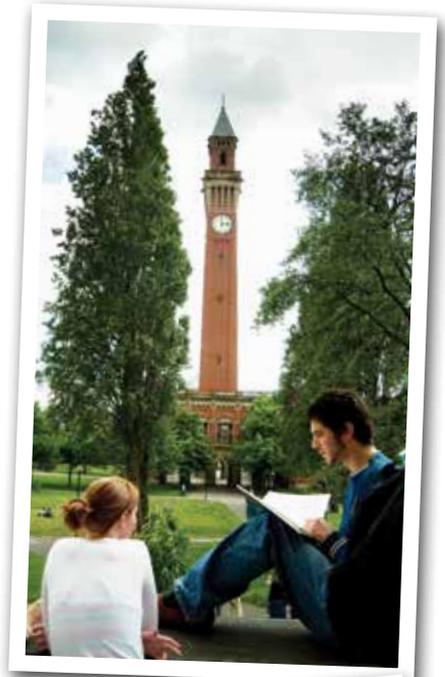
Mentoring is a unique opportunity that allows you to enhance your experiences whilst at university and beyond graduation. Receiving one to one advice and guidance from a professional working in your chosen sector, can be a great way to understand how to succeed in this area and if there are any changes you can make whilst at University to boost your career prospects.

There are benefits to be gained for both parties within a mentoring relationship. Our mentors have volunteered their time to help you to discuss and review your objectives together, to consider ideas about how to achieve these and to agree a course of action for you to act upon.

It is not an offer of employment or work experience nor will the mentor do the work for you, it is up to you to lead the relationship.

'The mentoring scheme has been a great success. I have learnt a lot and gathered new ideas and perspectives. I would advise anyone considering applying for the mentoring scheme to do so.'

Liam Barrett, Medical student



2 What is mentoring?

Definitions of mentoring vary – sometimes you may not even realise you’ve been mentored or been a mentor in the past. Essentially, mentoring is where **one person shares their knowledge, skills and experience** to help another progress in their own life and career. Mentors should be accessible and prepared to offer help as the need arises, within agreed bounds.

Mentoring is about more than giving advice, it’s about **motivating and empowering** and helping the other person understand themselves and their aims

– and how they can get there. It’s also about helping each other resolve issues, whether directly, or more often through advice and sharing experiences. Mentoring is not counseling or therapy – though the mentor may help the mentee to access more specialised avenues of help if it becomes apparent that this would be the best way forward.

Our mentors have kindly volunteered their time to help you. We have asked mentors to offer at least one hour a month, but this will vary for each relationship.

‘I feel I gained a more detailed insight, which I subsequently used in my interview to help me stand out. I also now know which opportunities to focus upon, giving me a better idea of my potential career path.’

Guy Giles, Geography student



3 Benefits of mentoring

- Gain real insight into your chosen sector or career
- Build your contacts within a professional environment
- Sound out your ideas and goals
- Meet fellow students with a similar strive to succeed at university and beyond graduation
- Seek advice on developing your skill set
- Consideration of new opportunities and directions
- Self-reflect on your current experiences and ways to enhance your university time
- Increase your confidence to make the most out of each opportunity



‘We discussed my skills, personal and career development, possibilities for improvement and different scenarios at the workplace. I appreciated my mentor’s support greatly.’

Ioana Cerasella Chis, Political Science and Sociology student

4 Mentoring schemes

Careers Network offer three mentoring schemes to undergraduate students. Our schemes are designed to help you reach your own goals by receiving invaluable advice from an experienced graduate.

CAREERS NETWORK MENTORING

About: This scheme aims to help all students throughout their time at University. From adapting to the university lifestyle in your first year, to finding where your career path lies in your final year, this scheme allows you to sound out your ideas with a mentor.

Mentors: We have a range of over 250 mentors, from recent graduates to professionals with over 20 years of experience.

Timescale: This scheme tends to open at the start of autumn term. If successful, the mentoring relationship occurs from December to June (6/7 months).

Open to all undergraduate students
www.birmingham.ac.uk/cnmentoring

'I have found my mentor to be very supportive and helpful throughout the year. He has supported me throughout the process of graduate scheme applications and my final year. I found my mentor easy to talk to and he always provided me with good advice.'

*Bethan Dean,
International
Business
student*



Careers Network
mentee

ALUMNI LEADERSHIP MENTORING

About: This scheme aims to help final year students enhance their skills and knowledge before they leave university, by receiving advice from a leadership mentor who are experts in their field.

Mentors: We have a unique set of approximately 20 alumni each year, who are well known in their field for their outstanding work.

Timescale: Apply in your penultimate year and if successful, you are then mentored during your final year (9/10 months).

Open to undergraduate penultimate year students
www.birmingham.ac.uk/alumnimentoring

'It's without a shadow of a doubt the best scheme that is run at the University of Birmingham and I owe a huge amount to its existence. Again – it truly is a great scheme. Perhaps what's important to note (for potential candidates) however, is that it is a scheme where you get out is what you put in.'

*Ian Daly,
International
Business with
Spanish 2014*



Alumni Leadership
mentee

4 Mentoring schemes continued



'It's not just about the mentor themselves, it's about everything they do and everyone they associate with. Any person they introduce you to is a potential contact. Never turn down anything they offer as you'd be surprised how it could help further down the line.'

*Will Hazelton, Ancient History 2014,
Account Executive at Cogent Elliott*

GRADUATE MENTORING

About: This scheme aims to help final year students who have no prior mentoring experience and are yet to secure a job or seek further study after graduation.

Who can apply? Open to undergraduate final year students.

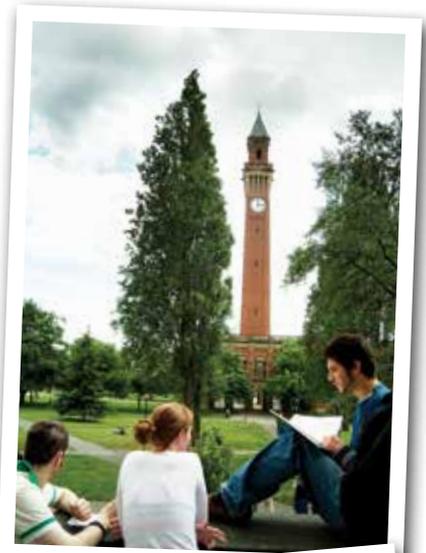
Mentors: We have a range of mentors, from recent graduates through to professionals who have over 20 years of experience.

Timescale: This scheme tends to open at the start of summer term. If successful, the mentoring relationship occurs after graduation from July to December (6 months).

www.birmingham.ac.uk/gradmentoring

Sign up to our mentoring schemes and seek advice from a mentor to reach your potential and create your own career path.

Visit www.birmingham.ac.uk/careersmentoring to view all of our schemes.

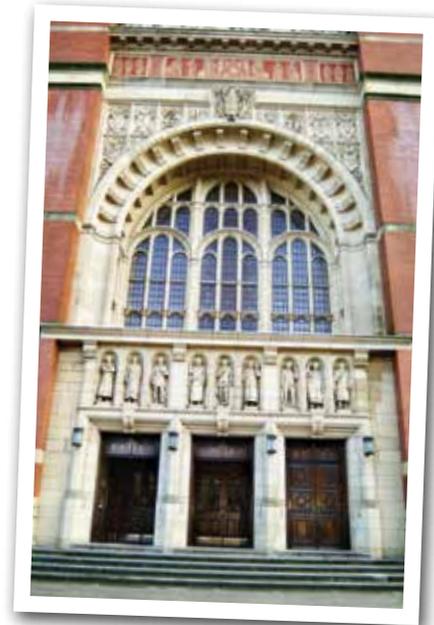


5 An insight into mentoring

5.1 Expectations

- Mentee's responsibility to arrange meetings
- Both parties should understand they will each have other commitments outside of mentoring; this will help the mentee's ability to organise and manage their time.
- Mentee's should contact mentors during business hours.
- Recommended to meet face to face at least two or three times where appropriate/possible. Alongside the usual communication methods such as email, phone and/or Skype.
- Decide with your mentor the amount and type of support they will offer. Note that your mentor will not have all the answers, but will help as best they can.

The objective of the scheme is for both parties to gain awareness and develop new skills and these can be developed through many types of mentoring partnerships.



Suna Yokes, **Careers Network** mentee and her mentor, Fiona Marley Paterson



Sam Parr, **Alumni Leadership** mentee and his mentor, Cilla Snowball

5 An insight into mentoring continued

5.2 Successful mentoring relationship

- ❑ **Confidentiality** – it is crucial to keep all information you and your mentor share strictly confidential, so that you can both be open and honest when sharing your experiences.
- ❑ **Two-way learning** – your mentor will share their knowledge and expertise, but can also gain a new perspective from your outlook on their sector.
- ❑ **Mutual trust and respect** – please be respectful and professional at all times.
- ❑ **Purposeful** – when being mentored it is important to have a purpose and structure to each meeting. Both the mentor and mentee need a sense of direction in order to see the benefits.
- ❑ **You are the driver of the relationship** – this is important for making the most out of the opportunity and using your mentor’s time effectively.
- ❑ **Clear understanding of expectations**
- ❑ **Regular communication** – we ask mentors to offer a minimum of one hour a month. Please discuss with your mentor how much notice they require before scheduling in a meeting.
- ❑ **Willingness of both the mentor and mentee to challenge and be challenged** to increase learning potential.
- ❑ **Mentoring plan** – this can include a set of goals you hope to achieve from mentoring and can be a good way to track your progress.

‘In many ways it is a life-changing experience. Through interacting with your mentor and attending events, you will be provided with unrivalled opportunities to develop your employability. Having said this, it is up to the mentee to take charge and pursue these opportunities. It is very easy to let these fabulous opportunities slip away.’

*Oliver Ziff,
Medicine 2014,
Junior doctor
undertaking
academic
foundation
programme*



Laura Kelly, [Alumni Leadership mentee](#) and her mentor Dr Andrew Vallance-Owen

5 An insight into mentoring continued

5.3 How to be an effective mentee

It is your responsibility to arrange the meetings and contact your mentor at the times you have agreed.

- Clearly communicating with your mentor
- Setting up and attending virtual and physical meetings
- Responding to communications quickly and effectively
- Choosing and communicating career-related objectives to work towards with your mentor and developing an action plan
- Absorbing, considering and respecting your mentor's guidance
- To have confidence to ask for advice when necessary
- Ability to work out and pursue solutions
- Using the mentor's help, but not over-stepping the boundaries of the agreed relationship
- Active listening
- Non-judgemental

5.4 Reflecting on your progress

Reflecting on each meeting and interaction with your mentor will allow you to see the significant progression you are making. It's also a great way to find out if you are reaching your initial goals or if you need to alter the direction of your meetings to ensure you achieve these.

During the mentoring scheme, we will be in contact at various points to see how you are progressing with your mentor.

Please do not hesitate to contact us at mentoring@contacts.bham.ac.uk if there is anything we can help you with throughout your time on the scheme.

'Listen to your mentor. You may have ideas about what you want to do, and that's great – but absorb what they tell you and absolutely go for it. It is an extraordinary experience to be able to be mentored by those who have been so successful in their career.'

*Alice Froude,
American and
Canadian
Studies 2014,
Project executive
at Tesco PLC*



'Be proactive and take every opportunity you are offered. I visited my mentors office several times and was able to have interview practice with their emerging talent coordinator.'

*Amie Beaumont,
Psychology 2014,
Human Resources
administrator
at Amey*



5 An insight into mentoring continued

5.4 Concluding the relationship

As you reach the end of the mentoring scheme, we ask all mentees to complete an evaluation survey so that we can find out what you enjoyed and if any improvements need to be made.

- Arrange a final meeting with your mentor, so that you can evaluate the whole scheme and not have the relationship drift off. It may be that the relationship ends earlier than expected, as you may have achieved your desired goals. In this case, please still arrange to have a final meeting to conclude the experience and let us know when this occurs.
- Be thankful to your mentor for offering their time and expertise to help you succeed in your future career. Mentoring is a very rewarding experience for all.

Some of our mentees are still in contact with their mentor. If you wish to keep in contact, please agree this with your mentor, but do not expect regular communication as the scheme would have come to an end.

'It has been a big help both to be able to see how what I have done over the past three years can really set the tone for life beyond university and the chance to discuss such ideas with a successful professional has been a remarkable experience and incredibly helpful.'

*Joe McDowell,
Political Science
2015, Graduate
Trainee at
University
of Birmingham*



Mentees at the end of year celebration event.

The mentoring journey

There are some mentees that have benefited so much from their experience, that they now have the confidence and knowledge to be mentors themselves!

Start your mentoring journey by applying to receive a mentor and expand your knowledge to build a successful career. In the future you can re-connect with the university and sign up to be a mentor yourself!

Apply now, visit www.birmingham.ac.uk/careersmentoring



**Apply
now!**

MENTORING



THE NEXT GENERATION

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www.birmingham.ac.uk

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