



Guidelines for Alumni Mentors

Schulich Alumni Mentorship Program

"Equipping students for greater personal and professional development"

Purpose

To help students develop professional relationships with accomplished Alumni Mentors for:

1. Professional Development - beyond industry, the focus is on intrinsic challenges as well as discovering and leveraging expertise. Mentors will advise students with job search strategies, exploring career paths, developing time management and communication skills.
2. Personal Development - the focus, here, is on the individual, and how work/life decisions are managed.

All students are advised that this is not a **job placement program** and does not guarantee **industry-specific insights**.

Identifying Student Challenges

What are your student's top three (3) to five (5) mentorship goals?

- Students have been asked to identify personal and professional goals such as, job search strategies, industry knowledge, career paths, time management and work-life balance.
- Students will have identified their top 3-5 mentorship goals for the term.
- We encourage you review your student's resumé prior to the first meeting.

Assist students in clarifying or refining their program goals.

- Help students understand what they're free to enquire about and how you can help.

Mentorship Preparation

What experiences were critical in achieving your goals today?

- Experiences, perspectives and approaches to developing your career and gaining the skills required to succeed.
- Relay specific situations that can be particularly valuable to the mentee's professional growth.

What knowledge would you have benefited from having, when you were a student?

- Key challenges you faced with your job search, developing expertise, important career decisions – options you identified, your decision-making process and actions.
- Outcomes, your analysis of outcomes and support you received – Lessons Learned.

Identify and respect unique aspects of your relationship – no two are alike

- You and your student set the tone – respect each other's' individuality and expertise.
- You cannot meet all your student's needs – be honest about your time commitments and the support you can truly offer.
- Explore multiple options with your student – s/he should make the final decision. Your guidance is invaluable, if only to explore different options.
- Look for opportunities for your own enrichment – mentors often find value in the questions being asked and fresh perspectives that students may offer.

Mentorship preparation includes:

- Showing genuine interest and sharing professional and personal information, as you desire.
- Working with your student's resumé, goals and questions to agree on feasible objectives.
- Getting to know each other – travel, marital status, children – perhaps in a non-office setting.
- Deciding on the meeting media (face-to-face, telephone), times and frequency you both prefer.

Sample Questions for your First Meeting

Personal

- What are your expectations of the mentorship experience?
- How do you think a mentor can help you?

Professional

- Why do you want to pursue a career in this specific area/industry?
- What challenges are you currently facing with your professional development?

Academic

- What are some courses that you are taking? How do you wish to apply it to your job?
- Have you considered taking some professional designation courses, if applicable?

Building Relationship

Contact & Confidentiality

- Students are responsible for setting up meetings based on your mutual availability. If students do not follow up, please contact mentorship@schulich.yorku.ca
- Please identify and clarify to your student mentee the limits of your terms of confidentiality.

Commitment

- You are encouraged to meet with your student a minimum of three times throughout the academic year (September to April) at a location (if meeting face-to-face) that is agreed upon by both parties.
- As the mentorship relationship is formal and professional, students will dress in business attire when meeting face-to-face unless otherwise arranged by both parties.
- Students have been informed that this is not a job placement program. If you feel that your student is only interested in securing a job, please inform us at mentorship@schulich.yorku.ca.

Mentorship Closure

Closure doesn't necessarily mean the end of your relationship

Mentorship closure does not preclude mentors and students from continuing your relationship informally. It simply removes any obligation on either party to do so.

What does closure entail?

Whether or not you opt to maintain your relationship, as a mentor, you are encouraged to:

- Recognize your student's achievements and help them to use available resources in his/her continued professional and personal development.
- Encourage your student to take reasonable risks and try out new skills.
- Recognize the value of your role in supporting this Schulich student, but be aware that as both you and your student evolve, so will the nature of your relationship.

Feedback

At the conclusion of your mentorship experience, we ask that you provide us with your feedback. Your feedback is confidential and will be used only to improve our program.

Thank you for your support!