



Guidelines for Student Mentees

Schulich Alumni Mentorship Program

“Equipping you 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 Challenges

What are your interests and challenges relevant to the mentorship program?

- What are your personal and professional goals for your mentorship relationship?
- What are your strengths and what skills do you need to develop?

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

- Brainstorm your personal and professional goals – job search strategies, industry knowledge, career paths, time management, work-life balance and communication skills.
- Choose the top 3-5 that you would like to achieve throughout the mentorship program.

Mentorship Preparation

Mandatory Qualifications

Career Development Centre (CDC) Workshops & Résumé Requirements

- Résumé Workshops – graduate or undergraduate workshops, as relevant.
- Résumé to be reviewed by the CDC before your first meeting with your mentor.

Mandatory Orientation and Receptions

- Students must attend the full Mentorship Program Orientation Series prior to accessing the alumni mentor directory. The series is presented in two parts:
Mentorship Etiquette: Communication and Presentation Skills (Part One)
Accessing the Alumni Mentorship Directory (Part Two)
- Students must make their best effort to attend Online and in person Mentorship activities as scheduled.
- Students who register for Mentorship events and are not longer able to attend must notify the Alumni Office 24 hours in advance to maintain their access to the program.

Matching Process

- Students will receive detailed instructions on accessing the Mentorship Directory during orientation.
- The online community will facilitate your mentorship match. Access to the community will be granted after successful completion of the orientation series (two parts).
- Sign-in to the Schulich Alumni Community (www.schulichalumniconnect.com) and browse the alumni directory. Using the “Filter People By” section, expand the “Mentoring” tab, check off the type of mentoring you are searching for and view profiles of alumni. You can further refine your search by degree, industry, organization, and/or location. Select one alumna/alumnus who you would like to be your mentor. Send a request by clicking “Request mentoring”. Write a message introducing yourself and explain why you are requesting mentorship. The alumna/alumnus will receive your message and respond.
- If the alumna/alumnus accepts your request, begin corresponding with her/him to schedule your first meeting.
- If the alumna/alumnus declines your request, contact mentorship@schulich.yorku.ca for further assistance.

It is your responsibility to follow through on all mentorship requests. You can only send one mentorship request at a time. If you do not hear a response from your request in three (3) business days, please e-mail mentorship@schulich.yorku.ca for further assistance.

Noncompliance with program guidelines will result in suspension from the online community.

Preparation Tips - Feedback and advice

- Your alumni mentor is giving his/her time voluntarily – please honor this commitment.
- Your mentor will share experiences, perspectives and approaches used to develop his/her career and give feedback; treat this as advice – the final decision is always yours.
- Remain open but be objective in analyzing feedback – remember differences in personality, gender, background and other factors may require different outlooks.

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

- You and your mentor set the tone – respect each other’s’ individuality and expertise.
- Your mentor cannot meet all of your needs – focus on your critical goals and respect the time and commitment norms you and your mentor have agreed upon.
- Your mentor should explore multiple options with you, but you should make the final decision. You may not agree on everything, but their advice should be appreciated.
- Your mentor may find value in your questions and you can offer fresh perspectives on common ideas – the more open you are, the more you will benefit from the program.

First Meeting

First meeting, goals and objectives

As the student, you are responsible for setting up the meetings. Develop the agenda and forward it in advance of your first meeting (include your goals).

- The work you have done in identifying your challenges will establish preliminary program goals, but these will change throughout the program.

Recommended topics

- Agree on the norms of your relationship – meeting formats, media and frequency.
- Work together to feasibly refine goals and expectations – your alumni mentor will have a copy of your résumé in advance of your first session, so it's a good place to start.
- Share your personal and professional history and reasons for your educational pursuits.
- Get to know your mentor's history – discuss how these intersect with your interests.
- Summarize key learning experiences and express appreciation for the meeting.

Other sample questions

Personal

- Discover your strengths, weaknesses and important life skills e.g. work-life balance
- Things your alumni mentor would do differently if given the opportunity

Professional

- Interview skills, résumé tips, alternate career options and job search strategies
- Acquiring relevant skills and additional designations required

Academic

- How a Schulich education prepared your alumni mentor for his/her career.

Building Relationship

Contact & Confidentiality

- Be flexible – your mentor is a volunteer – offer to reschedule meetings, and be willing to change meeting formats, as needed, but remain committed to achieving your goals.
- Please identify and clarify to your alumni mentor the limits of your terms of confidentiality.

Mentorship Relationship Parameters

All student participants *must* adhere to the following confidentiality guidelines:

- Your mentor's contact information must be kept confidential.
- You are not to solicit or expect your mentor to give or find you an internship or job.

- You are not to seek counsel from your mentor regarding academic problems such as difficulty with a faculty member. Such issues should be resolved directly with the Faculty.

Students failing to respect these guidelines will be disqualified from the program.

Commitment

- You are encouraged to meet with your mentor a minimum of three times throughout the academic year (September to April). The location/method of these meetings must be agreed upon by both parties.
- It is your responsibility to initiate and maintain contact – we encourage you to prepare objectives or questions for each meeting.
- As the mentorship relationship is formal and professional, you are expected to dress in business attire when meeting face-to-face or on camera unless otherwise arranged by both parties.
- Listen and be receptive of the advice and insights shared by your mentor.

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?

- Send your mentor a Thank You note and give your mentor honest feedback.

Feedback

At the conclusion of your mentorship experience, you are required to provide feedback. Your feedback is confidential and will be used only to improve the program. Your feedback is valuable!

Important Resources

The Schulich Alumni Online Community and Mentor Directory
www.schulichalumniconnect.com

Alumni Services for Students and Mentorship Guidelines
www.schulich.yorku.ca/alumni-services-for-students

Career Development Centre Workshops and Appointment Bookings
www.schulich.yorku.ca/career-centre
www.schulich.yorku.ca/handshake-login/