Alumni2Student Mentorship Program

Mentor Guide

Essential Handbook for Alumni Mentors
The Alumni2Student Mentorship Program at Schulich School of Business offers a fantastic opportunity for Schulich community members to engage in meaningful mentorship relationships. Using Schulich Alumni Hub, the program automatically matches participants by industry for three 30-minute meetings over three months.

This program helps students build professional relationships with experienced Alumni Mentors, focusing on both professional and personal development. Mentors guide students through job search strategies, career path exploration, time management, and communication skills, and support them in navigating work/life decisions. Note, this is not a job placement program and does not guarantee industry-specific insights.

Program Duration
September 16 - December 13, 2024

Who can participate:
Schulich Alumni (as mentors) and Schulich students (as mentees). Alumni mentors are required to have at least three years of professional experience.

Why participate as a Mentor:
Your time, advice, and insights can transform a student's future. With just 90 minutes over three months, the Schulich Alumni2Student Mentorship Program makes it easy to inspire and guide the next generation, even with your busy schedule. Join us and make a difference.

Why participate as a Mentee:
The Alumni2Student Mentorship program connects you with a growing pool of mentors dedicated to supporting the Schulich community. Its automatic matching system simplifies the process, saving you the time and effort of finding and reaching out to a mentor. If you are eager to learn and develop your skills, this program will be extremely beneficial for you.

How to Get Involved:
Sign up to be an alumni mentor by August 2, 2024 by filling out this [Mach Form](https://bit.ly/AlumniMentor2024).

Eligibility: Alumni must have at least 3 years of professional work experience and be currently employed to be a mentor.

Essential Requirement: Please set up your alumni account on Schulich Alumni Hub if you don't have one yet.

Scan the QR code to visit: [https://schulichalumniconnect.com/](https://schulichalumniconnect.com/)

Once on the website, login using your login information and update your profile.
Matching and Milestones

How the matching works:
Schulich Alumni Hub pairs experienced alumni with students based on shared industry, mentorship preferences, and graduation year. Mentees are matched with mentors who graduated at least three years earlier, ensuring relevant guidance and support.

Achieving Milestones:
Participants must complete six milestones, detailed below, with progress tracked directly on Schulich Alumni Hub.

Mentees are responsible for recording the first five milestones, while the final milestone requires collaborative input from both mentor and mentee. Regular email reminders keep mentees on track with logging progress, and both participants receive prompts to complete surveys.

To monitor milestones, mentors can access their mentee’s profile under Mentoring Relationships in the Mentoring section of Schulich Alumni Hub, marking each milestone upon completion.

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Suggested date</th>
<th>Recorded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone 1 - Initiate Connection</td>
<td>September 22</td>
<td>Mentee</td>
</tr>
<tr>
<td>Mentee sends a thoughtful introductory message.</td>
<td></td>
<td></td>
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<tr>
<td>Milestone 2 - First Kick-off Meeting</td>
<td>October 06</td>
<td>Mentee</td>
</tr>
<tr>
<td>Participate in the first mentorship meeting.</td>
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<td></td>
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<tr>
<td>Milestone 3 - Progress Meeting</td>
<td>October 25</td>
<td>Mentee</td>
</tr>
<tr>
<td>Attend second mentorship meeting.</td>
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<td></td>
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<tr>
<td>Milestone 4 - Advance Together</td>
<td>November 25</td>
<td>Mentee</td>
</tr>
<tr>
<td>Participate actively in the third mentorship meeting.</td>
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<tr>
<td>Milestone 5 - Reflect and Learn</td>
<td>November 30</td>
<td>Mentee</td>
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<tr>
<td>Mentee reflects deeply on lessons learned and achievements</td>
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<td></td>
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<tr>
<td>Milestone 6 - Submit Feedback</td>
<td>December 13</td>
<td>Mentor &amp; Mentee</td>
</tr>
<tr>
<td>Mentor and Mentee complete and submit the comprehensive feedback survey.</td>
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Scan this QR code for a step-by-step guide on downloading the Gravyty PWA app for Schulich Alumni Hub on your mobile device.
Mentor role & responsibilities:
A mentor in the Alumni2Student mentorship program is a Schulich alum looking to give back by supporting the professional development of a Schulich Student.

As a mentor, your role is to support your mentee and provide guidance based on their individual needs, objectives and questions. You can do that by answering questions, sharing insights and giving examples of your successes and failures. You should approach the relationship with respect, trust, empathy, professionalism and a genuine interest to help.

Your roles and responsibilities include:
- Commit to meet with your mentee for at least three 30-minute sessions
- Developing a strong connection with your mentee
- Act as a role model, providing guidance on professional development beyond industry specifics, focusing on intrinsic challenges and leveraging expertise.
- Mentors will advise students on job search strategies, career path exploration, and developing time management and communication skills.
- Notifying Schulich’s Alumni Engagement Office of any issues, conflicts or intention to withdraw from the mentorship program

Stay Connected and Informed

- Be responsive: Check your email associated with your Schulich Alumni Hub account regularly and respond promptly to your mentee’s messages.
- Keep your profile up-to-date: Ensure your Schulich Alumni Hub profile is current, reflecting any changes in your professional information or contact details.
Get Ready to Connect
If you sign up by August 2, you'll get a confirmation on Schulich Alumni Hub by September 16, letting you know you've been matched with a mentee.

Your mentee will take the first step by sending you an introductory message and suggesting a meeting time through Schulich Alumni Hub. If you haven't heard from them by September 22, feel free to reach out directly. You can find their details in the Mentoring Relationships section of Schulich Alumni Hub.

You will find an example below that you can refer to if you are initiating the initial contact:

Subject line: Getting Started - Your Mentorship Journey

Hello [Mentee's Name],

I hope you're doing well. My name is [Your Name], and I'm excited to be your mentor through Schulich Alumni Hub. I graduated from the [Insert Program] program in [Insert Year] and currently work at [Insert Company] in [Insert Job Function].

I'm eager to learn more about you and help you achieve your goals. Let's kick off our mentorship journey by setting up a meeting within the next two weeks. Please let me know if you prefer an in-person or online meeting. Here are a few options that work for me:

- [Day, Month Date] at [Time] ([Time Zone])
- [Day, Month Date] at [Time] ([Time Zone])
- [Day, Month Date] at [Time] ([Time Zone])

If these times don't work for you, feel free to suggest alternatives. Also, let me know your preferred communication method—whether through Schulich Alumni Hub or via email. You can always reach me directly at [Insert Email Address].

Once we finalize a time, I'll send you a calendar invite. Looking forward to connecting soon!

Best regards,
[Your Name]
Meeting with your Mentee

Review your mentee’s profile on Schulich Alumni Hub or LinkedIn before your first meeting. Use this opportunity to explore each other’s career journeys and personal interests during your initial interaction.

**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, Zoom, telephone), times and frequency you both prefer.

**Sample Questions for your First Meeting**

**Personal**
- What are you expectations of the mentorship experience?
- How do you think a mentor can help you?
- What drives you in your professional or academic pursuits?

**Professional**
- Why do you want to pursue a career in this specific area/industry?
- What challenges are you currently facing with your professional development?
- Are there any particular industries or roles you are passionate about?

**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?
- How do you manage your time between studies, work, and personal life?
Frequently Asked Questions

Q: If I participate, will I be guaranteed a match?
A: No. Your chances of getting matched into a mentorship relationship depend on the demand for mentors and whether mentors choose to mentor more than one mentee. Having a complete profile with a specified industry will increase your chances. We will do our best to ensure that all participants receive a match and will follow up with any participants who are unable to match.

Q: What if I choose to participate after the deadline?
A: We cannot guarantee that we can accommodate participants after the deadline but we can consider accommodating you. Please contact us at mentorship@schulich.yorku.ca to inquire.

Note that you can participate in the next round of mentorship and you can request mentorship on Schulich Alumni Hub outside of the A2S Mentorship Program.

Q: What happens if we do not meet the milestones?
A: It is the mentee’s responsibility to contact you. If they do not contact you by September 20, you may reach out to them. If you do not hear back, please contact mentorship@schulich.yorku.ca.

Q: If I don’t like my mentee or if I don’t believe we are a good fit? What do I do?
A: You should be paired with someone junior to you and within the same industry. Although mentors and mentees don’t always click on a personal level, we suggest that you enter the relationship with the mindset that you can be supportive despite personal differences and complete the minimum three meetings. Please don’t hesitate to contact the program manager with details on the situation. We will do our best to assist.

Q: What if my mentee made me feel uncomfortable?
A: If you experience any inappropriate behaviour or unethical conduct from your mentee do not hesitate to inform the Schulich Alumni Engagement Team.

Q: Can we meet more or less than three times?
A: The program requires at least three meetings. You can definitely meet more often or for longer if both you and your mentee agree.

Q: My mentee is really eager and reaching out a lot. What should I do?
A: Life happens! We get it. We recommend reaching out to your mentee to explain your new situation and let them know that you will have to withdraw. Please notify us and we will end your mentorship on Schulich Alumni H.

Q: I am no longer able to commit to the program. How can I politely bow out?
A: Please contact the Schulich Alumni Engagement Team if you suspect that your mentee may benefit from mental health support.

Q: I am no longer able to provide such as with mental health?
A: If paired, your Schulich Alumni Hub A2S mentorship relationship will end on Schulich Alumni Hub and you will no longer see your mentoring relationship listed. We encourage you to keep in touch with your match.

Q: What happens at the program end date?
A: If paired, your Schulich Alumni Hub A2S mentorship relationship will end on Schulich Alumni Hub.

Q: What if it seems like my mentee needs support that I am not able to provide such as with mental health?
A: If you experience any unethical conduct from your mentee to explain your new situation and let them know that you will have to withdraw. Please notify us and we will end your mentorship on Schulich Alumni H.

Q: My mentee is really eager and reaching out a lot. What should I do?
A: We appreciate their enthusiasm! If it feels overwhelming, go back to the expectations you discussed at the start. If you need help, just let us know.

If you have any questions, comments, or feedback about the mentorship program, please reach out to the Alumni Engagement team at mentorship@schulich.yorku.ca.

Q: Can I find a mentee outside of the Alumni2Student mentorship program?
A: Yes! There is also a “General Mentorship” option that you can choose to always make yourself available for mentorship but is not part of a mentorship program that will automatically pair you with a match. You can find a mentee on Schulich Alumni Hub.

Q: How are matches made?
A: Automatically. Schulich Alumni Hub matches mentees with mentors who graduated five or more years after the mentee and with common industry interests.

Q: What if it seems like my mentee needs support that I am not able to provide such as with mental health?
A: If paired, your Schulich Alumni Hub A2S mentorship relationship will end on Schulich Alumni Hub.

Q: How many times can I participate in the program?
A: You will receive reminders from Schulich Alumni Hub to complete each milestone and record them as completed on Schulich Alumni Hub. The milestones are designed as easy to achieve tasks: Initial contact, three meetings, showing gratitude and program feedback.

Q: Can I mentor more than one mentee in the mentorship program?
A: Yes. Schulich Alumni Hub will match you with only one mentor.

Q: Can I be both a mentor and a mentee?
A: Yes. If you indicate in your mentorship settings that you Seek Mentoring and you offer Mentoring then Schulich Hub could potentially assign you to two separate mentorship relationships. You will receive mentorship in one relationship and give mentorship in another relationship.

Q: Can I have more than one mentor in the mentorship program?
A: Yes. You can count the maximum number of mentees that you are willing to mentor from 1 to 3 under the Mentoring Settings to one or more.

Q: How many times can I participate in the program?
A: We will run the program from September 15 to December 15, 2024. Our intention is to run the program quarterly and you may participate every quarter. Please let us know if Schulich Alumni Hub pairs you with a participant that you were paired with in a previous program.

Q: What if it seems like my mentee needs support that I am not able to provide such as with mental health?
A: If paired, your Schulich Alumni Hub A2S mentorship relationship will end on Schulich Alumni Hub and you will no longer see your mentoring relationship listed. We encourage you to keep in touch with your match.

Q: What happens if I am paired with someone and never hear from them?
A: It is the mentee’s responsibility to contact you. If they do not contact you by September 20, you may reach out to them. If you do not hear back, please contact mentorship@schulich.yorku.ca.

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