



Alumni2Student Mentorship Program

Mentee Guide

Essential Handbook for Student Mentees

This program is being led by the Office of Advancement and Alumni Engagement

Program Overview



The Alumni2Student Mentorship Program at Schulich offers a fantastic opportunity using the Schulich Alumni Hub 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. You can also browse the alumni directory, explore mentors' profiles under "Other Education," and connect with a mentor based on their NACE Career Competencies.

Program Timeline - Fall Term 2024

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 become a Mentor?

Your time, guidance, and expertise have the power to change a student's future. By dedicating just 90 minutes over three months, you can inspire and mentor the next generation through the Schulich Alumni2Student Mentorship Program, all while managing your busy schedule. Become a mentor and make a meaningful impact.

Why participate as a Mentee?

The Alumni2Student Mentorship program connects you with a dynamic network of mentors dedicated to helping the Schulich community. Our automated matching system simplifies everything, so you don't have to spend time finding and reaching out to potential mentors. If you're eager to learn and advance your skills, this program offers valuable support tailored to your growth.

How to Get Involved:

Sign up as a student mentee on our website by September 10.



Scan the QR code to sign up or visit:
<https://schulich.yorku.ca/alumni/a2smentorshipprogram/>

Eligibility: The Alumni2Student Mentorship program is open to all Schulich MBA and 1-Year Masters students and 3rd & 4th Year Schulich Undergraduate students.

Matching Process and Milestone Overview



Understanding the Matching Process

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.

Reaching Milestones

Participants need to accomplish six specific milestones, as outlined below, with progress being tracked on the Schulich Alumni Hub.

Mentees are in charge of documenting the first five milestones, while the last milestone requires joint effort from both mentor and mentee. Regular email reminders will help mentees stay on schedule, and both mentors and mentees will receive prompts to complete surveys.

Milestones	Suggested date	Recorded By
Milestone 1 - Initiate Connection Mentee sends an introductory message.	September 22	Mentee
Milestone 2 - First Kick-off Meeting Participate in the first mentorship meeting.	October 06	Mentee
Milestone 3 - Progress Meeting Attend second mentorship meeting.	October 25	Mentee
Milestone 4 - Advance Together Participate in the third mentorship meeting.	November 25	Mentee
Milestone 5 - Reflect and Learn Mentee reflects deeply on lessons learned and achievements.	November 30	Mentee
Milestone 6 - Submit Feedback Mentor and Mentee complete and submit the comprehensive feedback survey.	December 13	Mentor & Mentee



Scan this QR code for a step-by-step guide on downloading the Gravyty PWA app for the Schulich Alumni Hub on your mobile device.

What's Expected of You



What Defines a Mentoring Relationship?

Mentorship can take various forms, but within the Alumni2Student Mentorship program, we define mentorship as a relationship where an experienced Schulich Alumni offers guidance and support to a Schulich student.

Mentee's role & responsibilities:

In the Alumni2Student Mentorship program, a mentee is a student looking for career guidance and professional advice. As a mentee, your duties involve engaging with your mentor's insights and experiences, upholding a professional demeanor, and embracing the relationship with respect and a willingness to learn. This partnership is an opportunity to cultivate a mindset that values continuous improvement and personal development.

Your roles and responsibilities include:

- **Initiate Contact:** Reach out promptly to your mentor via the Schulich Alumni Hub upon matching.
- **Manage Meetings:** Schedule and confirm meetings for consistent engagement.
- **Respect Time:** Be responsive, punctual, and notify in advance for rescheduled meetings on the Schulich Alumni Hub.
- **Track Progress:** Record milestones on the Schulich Alumni Hub in Mentoring Relationships.
- **Maintain Confidentiality:** Respect and uphold confidentiality of shared information.
- **Effective Communication:** Inform the Schulich Alumni Engagement team at mentorship@schulich.yorku.ca of any issues or withdrawal intentions.

Mentorship Kick-Off



If you express your intent to participate, you will receive instructions for the next steps. Please set up your profile on Schulich Alumni Hub by September 10. Once your profile is set up, you will be matched with an alumni mentor by September 16 through the Schulich Alumni Hub.

As a student mentee, it is your responsibility to reach out to your mentor through the Schulich Alumni Hub and schedule your first meeting within the first two weeks.

If you have not heard from your mentor by September 27, you may send a follow-up message. You can find their contact details in the Mentoring Relationships section on the Schulich Alumni Hub.



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

Subject: Introduction and Meeting Request

Hello **[Mentor's Name]**,

My name is **[Your Name]**, and I'm delighted to have been matched with you as your mentee through the Alumni2Student Mentorship Program. I am a **[insert degree and year]** student.

I greatly appreciate your commitment to mentoring and look forward to gaining insights on advancing my career in **[Insert Industry]** from you.

To kick off our mentorship journey, could we schedule our first meeting within the next two weeks? I'm open to meeting either in-person or online. Here are a few time slots that work for me:

1. **[Day, Month Date] at [Time] ([Time Zone])**
2. **[Day, Month Date] at [Time] ([Time Zone])**
3. **[Day, Month Date] at [Time] ([Time Zone])**

Please let me know which option suits you best, or propose alternative dates if needed.

Additionally, feel free to choose whether you prefer to communicate through Schulich Alumni Hub or via email. You can reach me directly at **[Your Email Address]**.

Looking forward to our initial discussion and learning from your expertise!

Best regards,
[Your Name]



Review your mentee's profile on the 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.

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.

Commitment

- You are encouraged to meet with your mentor a minimum of three times within 3 months.
- 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.

First Meeting



First meeting, goals and objectives

- As the student, you are responsible for setting up the meetings.
- Before your first meeting, send your mentor a copy of your resume to provide them with background on your experiences.
- Prepare an agenda that includes your goals and share it with your mentor before the meeting.
- The work you have done in identifying your challenges will establish preliminary program goals, but these will change throughout the program.

Sample Questions for your First Meeting

Personal

- What are your key strengths and weaknesses, and how have they shaped your career journey?
- How do you achieve a balance between your professional and personal life? What methods have been most effective for you?
- Looking back on your career, are there any decisions or actions you would change if given another chance?

Professional

- What are some effective techniques for acing interviews and making a strong impression on potential employers?
- What tips do you have for creating a standout resume that effectively showcases your skills and accomplishments?
- Are there other career paths within our industry that intrigue you or that you've thought about pursuing?
- What key skills or certifications would you recommend for someone aiming to excel in our field?

Academic

- In what ways did your time at Schulich equip you for the challenges and opportunities in your current role?
- Are there particular courses, professors, or experiences at Schulich that had a notable impact on your career?
- What strategies would you suggest for making the most of academic resources and opportunities at Schulich to better prepare for your career?

Prepare for success: Quick Checklist

- Research Your Mentor
- Define Your Goals
- Prepare Questions
- Review A2S Mentorship Program handbook for Mentees
- Bring Relevant Materials
- Consider Challenges and Opportunities
- Listen Actively
- Follow Up on Action Items
- Express Gratitude
- Reflect on the mentorship discussions and insights gained

FAQs

Q: What if I sign up after the deadline?

A: We might not be able to accommodate late sign-ups, but we will consider it. Contact us at mentorship@schulich.yorku.ca for inquiries. You can join the next round or seek mentorship outside the A2S program on the Schulich Alumni Hub.

Q: Can I find a mentor outside the Alumni2Student program?

A: Yes, through the “General Mentorship” option on the Schulich Alumni Hub, where you can make yourself available for mentorship without automatic pairing.

Q: Will I be guaranteed a match if I participate?

A: No guarantee. Your likelihood of being matched depends on mentor demand and availability. A complete profile and clear industry specification can improve your chances. We strive to match all participants and will follow up if we can't match you.

Q: How often can I participate in the program?

A: The program runs quarterly from September 15 to December 13, 2024. You can participate each quarter, but inform us if you are paired with a previous participant.

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 I'm matched with someone but don't hear from them?

A: The responsibility to reach out initially lies with the mentee. If you haven't heard from them by September 27, feel free to contact them directly. If there's still no response, please email us at mentorship@schulich.yorku.ca.

Q: What should I do if I'm not comfortable with my mentor or feel we're not a good match?

A: You'll be paired with a mentor who is senior to you. While personal chemistry isn't always perfect, approach the relationship with a supportive attitude and aim to fulfill the minimum requirement of three meetings. If you encounter difficulties, contact the Alumni Engagement team at mentorship@schulich.yorku.ca.

Q: What happens when the program concludes?

A: At the end of the program, your mentorship connection on the Schulich Alumni Hub will be deactivated and no longer visible. We encourage you to maintain contact with your mentee even after the program ends.

Q: Is it possible to have more or fewer than three meetings?

A: The program sets a minimum of three meetings. However, you and your mentee are welcome to schedule additional meetings or extend session times if you both agree.

Q: Can I update my mentorship profile or preferences during the program?

A: Yes, you can update your profile and preferences anytime on the Schulich Alumni Hub. Keeping your profile current helps ensure better matching and a smoother mentorship experience.

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