



Alumni2Student Mentorship Program

Mentor Guide

Essential Handbook for Alumni Mentors

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

Program Overview



The Alumni2Student Mentorship Program connects Schulich students with experienced alumni for two 30-minute meetings over three months, automatically matched through the Schulich Alumni Hub.

This program helps students build relationships and develop professionally and personally, covering topics like job search, career paths, time management, and communication. It's not a job placement program and doesn't guarantee industry-specific insights. You can now manually browse the alumni directory, review mentor profiles, and connect based on core competencies.

Program Timeline - Three months

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 60 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.

How to Get Involved?

If you are interested in becoming an alumni mentor for the Winter Term, you have to update or create a profile on Schulich Alumni Hub profile. You can do this by logging into your Schulich Alumni Hub account [here](#).

To participate in the Winter Term mentorship program, simply update your profile on the Schulich Alumni Hub. Here's how to ensure your profile is ready:

- **Update your email address:** Make sure it's a frequently used email address. On a desktop browser, you can find the settings options in the drop-down menu below your photo.

- **Update your profile details:** Use the edit profile option to update your job title, company, industry, location, and photo. Note that your industry information will be used to pair you with a participant in the same field.
- **Adjust your mentoring settings:** Navigate to the Mentoring section in the platform's menu and:
 - Set a limit on the number of mentees you'd like to mentor at a time (for mentors).
 - Under "Offer Mentoring" select "Mentor a Student (Alumni2Student) to participate as a mentor in the Schulich Alumni Mentorship program.

By keeping your profile updated, you'll ensure a seamless match and a more enriching mentorship experience with the Schulich community!

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



Pro Tip: Never Miss a Beat!

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.



Matching Process and Milestone Overview



Understanding the Matching Process

Schulich Alumni Hub pairs experienced alumni with students based on program, 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 five specific milestones, as outlined below, with progress being tracked on the Schulich Alumni Hub.

Mentees are in charge of documenting the first four 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.

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

Milestones	Suggested deadline	Recorded By
Milestone 1 - Initiate Connection Mentee sends a introductory message.	By Week 2	Mentee
Milestone 2 - First Kick-off Meeting Participate in the first mentorship meeting.	By Week 4	Mentee
Milestone 3 - Progress Meeting Attend second mentorship meeting.	By Week 8	Mentee
Milestone 4 - Reflect and Learn Mentee reflects on lessons learned and achievements.	By Week 10	Mentee
Milestone 5 - Submit Feedback Mentor and Mentee complete and submit the comprehensive feedback survey.	By Week 12	Mentor & Mentee



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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.

Mentor's role & responsibilities:

In the Alumni2Student Mentorship program, a mentor is a Schulich alum committed to aiding the professional growth of a Schulich student.

As a mentor, your primary responsibility is to assist your mentee by offering tailored advice and support that aligns with their goals, needs, and inquiries. This involves addressing their questions, sharing valuable experiences, and providing insights from both your successes and setbacks. It is essential to engage with respect, trust, empathy, professionalism, and a sincere desire to contribute to their development.

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.



Pro Tip: Set Maximum Mentorship Limit

Set a limit on the number of students you'd like to mentor to manage communication and improve matching.

Go to 'Settings' under the 'Mentorship' tab on the left and select your limit. We recommend mentoring between 1 to 3 students.



Pro Tip: Stay Connected!

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



Key responsibilities:

- Commit to at least **two 30-minute** meetings with your mentee.
- Build a strong relationship with your mentee.
- Serve as a role model, offering guidance on broader professional challenges and leveraging your expertise.
- Advise on job search strategies, career exploration, and skills like time management and communication.
- Inform Schulich's Alumni Engagement Office of any issues, conflicts, or intent to withdraw from the program.

Mentorship Kick-Off



Getting Started:

To participate, indicate on your Schulich Alumni Hub profile and opt into the Alumni2Student option under 'Willing to Mentor.' Once matching begins, you'll be notified when you've been paired with a mentee.

Initiating Contact: Your mentee will reach out first with an introductory message and suggest a meeting time through the Schulich Alumni Hub.

If you haven't heard from them by the first two weeks of the program launch, you can contact them directly using their details in the Mentoring Relationships section of the platform.

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 the 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 the 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]



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.

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 your 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?

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 mentee 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 specifications 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, launching each academic term—Fall, Winter, and Summer. You're welcome to participate each term, but please let us know if you're matched with a previous participant.

Q: Can I mentor more than one mentee in the mentorship program?

A: Yes. You can specify 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 are matches made?

A: Automatically. The Schulich Alumni Hub matches mentees with mentors who graduated three or more years after the mentee.

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 after one week of being matched, 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 mentee or feel we're not a good match?

A: You'll be paired with a mentee who is junior 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: My mentee is very enthusiastic and frequently reaching out. How should I handle this?

A: If their frequency is overwhelming, refer back to the initial expectations you set. If you need additional support, please let us know.

Q: What should I do if my mentee needs support that I'm not equipped to provide, like mental health assistance?

A: If you believe your mentee might benefit from mental health support, please reach out to the Schulich Alumni Engagement Team for guidance.

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.