



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 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 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?

If you are interested in becoming a student mentee, you have to indicate on your Schulich Alumni Hub profile.

You can do this by logging into your Schulich Alumni Hub account [here](#).

After logging in, go to 'Mentoring' tab on the left side and select the 'Student Mentee (Alumni2Student)' under the 'Seeking Mentorship' section to opt into the program.

How to Participate as a Student Mentee:

- 1. Update Your Email Address:** Ensure you use a frequently checked email address that is not tied to your student account. On a desktop browser, access the settings options from the drop-down menu below your photo.
- 2. Update Your Profile Details:** Use the edit profile option to update your industry, location, photo, and any relevant information. The program will use your industry to pair you with a mentor in the same field.
- 3. Under 'Seeking Mentorship' select the option, Student Mentee (Alumni2Student)**

By completing these steps, you'll ensure you're paired with a mentor for a rewarding mentorship experience!



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.



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.



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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Mentorship Kick-Off



To participate, indicate on your Schulich Alumni Hub profile and opt into the Alumni2Student option. Select the ‘Student Mentee (Alumni2Student)’ under the 'Seeking Mentorship' section to opt into the program. you’ll be notified when you've been paired with a mentee.

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 within three business day, send a follow-up message. If you still don’t hear back, write to us at mentorship@schulich.yorku.ca.



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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 Schlich 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

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| • Research Your Mentor | • Consider Challenges and Opportunities |
| • Define Your Goals | • Listen Actively |
| • Prepare Questions | • Follow Up on Action Items |
| • Review A2S Mentorship Program handbook for Mentees | • Express Gratitude |
| • Bring Relevant Materials | • 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 each academic term - Fall, Winter and Summer. 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, follow up. 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.