Career Ready Mentoring Program
2019

Mentor Handbook

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In partnership with
UNSW Careers and Employment

CRICOS Provider Code 00098G
Thank you for participating in our 2019 UNSW Arts & Social Sciences Career Ready Mentoring Program. Through sharing your professional knowledge and skills, you are supporting a student in their transition from study to work - enhancing their employability and career confidence.

The mentoring program is open to all penultimate and final year Arts & Social Sciences students with an overall weighted average mark of 50 and above. The students go through a formal application process including an interview style assessment. We select the students best suited to the program based on their application and interview performance.

PROGRAM OBJECTIVE / GOALS

The objective of the program is to connect current students with Arts & Social Sciences alumni to work on a mutually career enriching project. Our alumni have a rewarding opportunity to further develop skills, reflect on career progression, achievements, and engage with the UNSW Arts & Social Sciences community. Our students gain invaluable industry insights and focus on developing career ready skills.

YOUR ROLE AS A MENTOR

The role of a mentor is to guide your mentee through a series of informal meetings, to identify and shape your mentee’s career path. You will act as a role model to your mentee and provide wisdom and insight as well as constructive criticism and suggestions for action in order for your mentee to construct a career road-map.

KEY DATES AND TIMELINE

- **Online applications close:** Sunday, 10 March 2019
- **Shortlisted students notified:** 11 – 12 March 2019
- **Student assessment:** 18 – 19 March 2019
- **Mentors receive mentee details:** Thursday 21 March 2019
- **Mentors will be contacted via email by mentee:** Thursday 21 March 2019
- **Pre-program training for students:** 25 – 26 March 2019
- **Final date for mentee to submit program agreement:** Friday, 12 April 2019
- **Program launch function:** Wednesday, 27 March 2019, 6pm (arrive at 5.45pm)
- **Mentoring period:** Thursday 28 March – Thursday 20 June 2019
- **Mentee mid-placement debriefs:** 30 April – 1 May 2019
- **End of program function:** Wednesday, 19 June 2019, 6pm (arrive at 5.45pm)
YOUR TIME COMMITMENT AS A MENTOR

We ask that you commit to meeting your mentee face-to-face on at least five occasions during the mentoring period.

A formal benefit of participating in the program for students is accreditation on their Australian Higher Education Graduation Statement as an official university extra-curricular activity. This minimum time commitment is a prerequisite of accreditation.

Five face-to-face meetings – Minimum total of five hours
Program Launch – Wednesday, 19 June 2019, 6pm (arrive at 5.45pm)
End-of-program celebration – Wednesday, 17 June 2019, 6pm (arrive at 5.45pm)

THE MENTORING PROCESS

The matching process is determined by information provided in the mentor and mentee application forms.

Once the matching process has taken place, we will notify you via email with a brief introduction about your mentee along with contact information.

Your mentee is sent the introductory paragraph you submitted in the application form and will initiate first contact within 48 hours of receiving the match notification.

The initial meeting is confirmed and the mentoring agreement is completed and signed during this meeting.

Your mentee will send the completed agreement form to the Program Manager by Friday 31 August 2019.

PROGRAM EVALUATION

Upon completion of the mentoring program, we will send you an online evaluation that we ask you to complete so we can further develop and improve the program.

SOME IDEAS FOR MEETINGS INCLUDE:
- Coffee catch-up
- Breakfast or lunch meeting
- Networking function
- Meeting with other colleagues

STUDENT CALENDAR

2019 TERM 1 DATES

Term 1 commences: Monday, 18 February 2019
Exam prep: Thursday, 2 May – Saturday 4 May 2019
Exams: Monday, 6 May – Saturday, 18 May 2019
Term break: Sunday 19 May – Sunday 2 June 2019
Term 2 commences: Monday, 3 June 2019
Suggested discussion topics

The below guide outlines suggested discussion topics for you and your mentee. It's up to you to structure meetings however you like - this list may help you develop your mentoring framework.

We have intentionally left it up to you, the mentor, to identify what your mentee would like to achieve by participating in the program as we recognise each student will have different goals and be at various career development stages.

The only program requirement is that the mentoring agreement form is completed with your mentee during the first meeting, outlining their four objectives and outcomes to give you some direction as to frame your following meetings.

YOUR CAREER

• Share your own career path and identify how each of your roles prepared you for your next
• Describe how your degree equipped you for the workforce
• Share your current position description and discuss key responsibilities and duties

GOAL SETTING

• Explore your mentee's career goals
• Identify various pathways to reach these goals
• Look at what research they have done to identify these goals
• Provide advice based on your experience around setting and achieving career goals

ON THE JOB EXPERIENCE AND INDUSTRY INSIGHTS

• Discuss current trends in the field
• Identify key players and ambassadors in the industry and explore how your mentee can follow this person
• Identify the relationship between university assignments/subjects and work practice
• Look at various roles within your industry to give your mentee an idea of the breadth of career opportunities

PREPARING FOR EMPLOYMENT

• Review your mentee's resume, cover letter and LinkedIn profile
• Share your resume and LinkedIn profile
• Practice interview techniques and preparation
• Identify key skills in mentee's desired field of work
• Explore different methods of finding work in the industry
• Discuss the importance and benefits of internships

NETWORKING

• Discuss the influence and importance of creating networks
• Share some networking tips and practice conversations
• Set up coffee meetings for your mentee with other colleagues to give them a broader perspective of the industry and to practice their new networking skills
BETWEEN:

[Name of Mentee] of [Address of Mentee] (Mentee)

AND

[Name of Mentor] of [Address of Mentor] (Mentor)

BACKGROUND

1. UNSW has a network of established alumni industry professionals. The Mentor is one such volunteer and has agreed to take part in the UNSW Career Ready Mentoring Program (the Program).

2. This letter signed by the Mentor and Mentee will form the basis for the mentoring relationship.

THE RELATIONSHIP

The Mentor and Mentee voluntarily enter this Agreement and agree that throughout the Program they will:

- Meet face-to-face on at least five occasions for a minimum total of five hours;
- Meet during professional hours in business or public environments;
- Maintain confidentiality and respect each other’s privacy;
- Be respectful, non-judgemental and supportive;
- Keep to scheduled meeting times, or give adequate notice of changes;
- Behave ethically and safely at all times, and advise the coordinator of the Program of any problems, and
- Although we intend to complete the Program, the relationship can be concluded on a no fault basis if required.

OBJECTIVES

The following objectives and associated outcomes have been agreed to by the Mentor and Mentee in the table below:

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MEETING DATES, TIMES, FREQUENCY AND DURATION

The Mentor and Mentee have agreed to meet on the date, time and duration set out in the table below:

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CONFIDENTIALITY

The Mentee and the Mentor will keep in strict confidence the existence and content of this letter and the Mentee will keep confidential all information, suggestions, advice or guidance provided by the Mentor. Both parties will keep in strict confidence all and any information of a confidential nature which it obtains about the other as a result of the mentoring relationship.

OTHER FORMS OF COMMUNICATION

The Mentor and Mentee agree to respond to each other within 48 hours of receiving communication from each other.

Mentor’s preferred method of communication/s:

MENTOR CONTACT DETAILS:  MENTEE CONTACT DETAILS:
Work Ph:  Mobile:
Mobile:  Email:
Email:

MENTOR:  MENTEE:
Signature  Signature
Name  Name
Address  Address
Occupation  Occupation