



# MENTEE GUIDELINES

## ABP INDUSTRY MENTORING PROGRAM

### 1 ABP INDUSTRY MENTORING PROGRAM

This is a program where a student and an alumnus are paired together to enable the student to learn from the experiences of the alumnus. An alumnus at The University of Melbourne is officially someone who has studied here for at least 1 year. The ABP Industry Mentoring Program is focused on helping you to develop professional skills and an understanding of where you could take your career.

#### WHAT IS MENTORING?

To mentor is to advise or train someone; most commonly a younger or less experienced colleague, or someone who will benefit from shared experience.

To participate as a mentee is to engage with your mentor to gain insights, skills and knowledge that can be applied to your own situation.

### 2 TIMEFRAMES

**MAY 2:**  
Official program start



Mentoring Workshop and meet your mentor at the Welcome Event

**BY MAY 6:**  
Contact your mentor



Email your mentor to arrange a meeting in May. Complete the pre-program survey

**MAY TO OCTOBER:**  
Meetings



Keep in touch with your mentor and plan to have at least 3 meetings over the course of the year. We will contact you in June to see how your first meeting went and ask you to complete a mid-program survey

**OCTOBER 10:**  
Closing Celebration



The program will officially end with a closing celebration. You will be asked to complete a program post-evaluation

**ONGOING:**  
Stay in touch



If you wish to continue your relationship with your mentor, you are more than welcome to. Why not build on the relationship and see who else you could be connected to through your mentor? Or attend networking events with your mentor? We are facilitating this initial connection, but it will be your responsibility to build on this

## 3 BENEFITS

### What benefits do you think will come out of your participation?

By being part of this program, you will get the chance to ask questions and learn skills from an industry professional. If you have not worked before, you could use this opportunity to have professional interactions, learn about workplaces and start to understand the professional landscape ahead of you. If you have some work experience in a café, shop or business you could use this experience to broaden your knowledge about a career path or build on your professional skills.

This mentorship is to facilitate a professional relationship and is not designed to find you direct employment.

#### Benefits of the program

This program will allow you to build:

- Communication, networking and professional skills
- Confidence in professional interactions
- Knowledge of your field of interest or degree studied by asking questions about your career direction and different opportunities available to you
- Professional networks through your mentor

## 5 OUR EXPECTATIONS

You are expected to be proactive in making the most of your mentoring opportunity. You are responsible for:

1. **Arranging at least 1 meeting every month** with your mentor throughout the program
2. **Initiating contact** with your mentor and suggesting a time and place to meet
3. Displaying **genuine professional engagement** with your mentor
4. **Participating** in 3 on-line surveys



It is important to show your mentor that you are an active participant of your meeting. Here are some top professional no-no's to remember for your meeting:

- ARRIVE EARLY!
- Never chew gum
- Don't answer your phone or text/email during the meeting
- Don't appear tired or distracted
- Don't forget to make a note of any actions that you need to complete as an outcome of your meeting

## 4 THE ALUMNI

### Before this program did you know what alumni were?

Alumni are past students who have graduated from the University of Melbourne. The University has over 350,000 alumni registered on their database. Many alumni from ABP have fond memories of their time at Melbourne and feel that their time here influenced their life in a positive and fulfilling way. Our amazing mentors are happy to volunteer their time to 'give back' to current students to ensure they also have a memorable time at ABP.

Earlier this year, we put a call out to alumni and asked for volunteers to participate in this program. Our criteria for alumni were that they have professional experience so that they can give you the best support in terms of workplace understanding and that they are based in Melbourne so that you can meet face to face.

On your application form you noted your area of interest and we also asked the same of the alumni. We have paired you with someone who is most relevant to your interests.

### Our alumni have been in your shoes

Your mentor attended the University of Melbourne and is volunteering to share their experiences with you.

## 6 FOLLOW OUR SIMPLE PROGRAM RULES

- You are a representative for the university so must act in an ethical and professional manner at all times;
- You must be respectful of your mentor's opinions and understand that any information received from your mentor is that of the author, not The University of Melbourne;
- All members indemnify The University of Melbourne in respect of any claim, loss, damage or liability that arises from any communication posted, sent or received;
- If you are having any issues or feel uncomfortable with your mentor or the program at any time, **please get in touch with us as soon as possible.**

# 7 PREPARING FOR YOUR FIRST MEETING

Your first contact with your mentor is a great email. It is important that you make a good first impression and that you write your email in a professional business manner.

## The differences between a good and bad first impression are clear:

Hi Sally,

My name is Samantha Harding and I received your contact details as part of the Women in Construction Mentoring program. I was excited to receive your details and am looking forward to meeting you as part of the mentoring program.

The Mentoring team also passed on your brief bio and I am interested to hear more about what you do and your career journey. I'm sure that I will get a lot out of your insights.

I am in my final year studying a Master of Construction. Going into my final semester/year I am thinking more about my career after graduation and hope that participating in this mentoring program will allow me to learn more about what options are available to me in the industry, what your experience has been like as a Melbourne alumni and how I can build my professional skills.

It would be great to confirm a time for our first meeting. I have classes on Tuesday and Wednesday mornings, and Friday afternoons but am available throughout the rest of the week. When might suit you?

The program has provided coffee vouchers that we could use on campus, otherwise I am happy to come and meet you near your office if that is more convenient.

Looking forward to meeting you,

Sam

Samantha Harding

hey,

I am doing the University's mentor program and they gave me your email.

I want to organise a meeting and am free Monday 10-11am, Tuesday 2-3pm and Friday 12-5pm.

Right now I am studying and looking for a job so I hope you can help me find opportunities.

I have classes so would like to meet at the University. Tuesday would be best because I am already in the city.

Bye

Sam



### Get ready for your first meeting:

- Research the location before you meet
- When you are confirming your first meeting, explain where you will be standing or perhaps something you're wearing, so that you can find each other. For example: "I'll have my rucksack on the table so you know it's me", or "I'll stand outside the café on the Swanston Street entrance"
- Arrive at least ten minutes early
- If you're running late, send a text, apologise and explain how long you will be but be prepared for some mentors that will be the end of your relationship, **being punctual is not optional, it is critical and shows you respect your mentor's time**

## 8 PLANNING YOUR MEETINGS

When you are setting up a meeting, it is very important that you plan some questions that you would like to ask your mentor. You should use your workbook to help keep track of your plans. Some questions you might want to ask include:

- Can you tell me how you got to where you are now (in your career)?
- How did you get your first job after uni?
- How did you know what you wanted to do after uni?
- Did you have a part time job when you were studying?
- When did you start applying for graduate jobs? What websites did you use to find the jobs?
- Did you join any student clubs?
- How did you balance your time between studying and working part time?
- What would you do different if you were to be a student again?
- How did you practice interviewing?
- What were your interviews like? What questions did they ask?
- How can I start networking?
- Are there any professional associations you recommend me to join?
- What were you doing in your second or third year of uni to prepare yourself for getting a job after graduation?
- Do you have any top tips for making your resume stand out?

Mentoring is a two-way relationship. Don't forget that your mentor may be interested in hearing about the ways in which the degrees at Melbourne differ to other universities, your course structure and subjects, the breadth subjects that you can take at Melbourne and student clubs and societies. They also will want to learn a bit about you and your background and will be interested to hear your views on things. Remember to keep the relationship as balanced as possible and think about what else you could offer your mentor.

We strongly encourage you to:

- write down your goals for each meeting
- take notes either during or afterwards
- make notes on any actions you will take after the meeting

### THE IMPORTANCE OF REFLECTION

Reflecting on your discussion will make you connect with the information that your mentor has discussed with you, and ensure you get the most out of the program.

Your mentor attended The University of Melbourne and is volunteering to share their experiences with you.

## 9 KEY CONTACTS

- The program is managed by Simon Elchlepp, Advancement and Annie Howard, Engagement
- Annie Howard will be your main contact for the duration of the program. You can contact Annie any time at [ahow@unimelb.edu.au](mailto:ahow@unimelb.edu.au) to ask questions, give feedback, raise concerns or if you just want to chat about your experience in the program.
- Your mentor should be contacted throughout the program to arrange meetings and stay in touch.