Career Mentoring Programme: Overview

WHAT’S IT ALL ABOUT?

The Career Mentoring Programme gives you an opportunity to meet a working professional who is willing to offer you support to help you develop your career ideas. Your mentor will be able to provide you with the benefit of their experience in a particular profession or employment area, giving you an insight into the knowledge and skills you will need to succeed. The Programme runs annually from November – April.

COMMITMENT

- Prepare fully for involvement in the programme.
- Take the lead in arranging, keeping track of and recording any actions from your meetings.
- Commit to interacting with your mentor via phone, email and Skype/Facetime, as well as in person.
- Attend an introductory mentoring workshop delivered by the Careers Service in October 2017.
- Attend a mid-programme workshop delivered by the Careers Service in February 2018.
- Provide feedback to the Careers Service about the programme.

BENEFITS

The chance to talk to a professional in their workplace.

- The opportunity to learn about a particular profession or employment area.
- An ‘insider’s guide’ to job hunting and the application process.*
- The opportunity to develop professional networks and meet people in that profession.
- Helping you to identify your personal development needs.
- Increased knowledge and confidence.

* Please note a work placement or future graduate employment is not guaranteed as part of the programme. However, you are welcome to explore with your mentor potential employment opportunities and other career openings.

GETTING THE BEST OUT OF THE PROGRAMME

Before your first meeting it is important you research your mentor’s organisation and their employment area. Suggestions for areas to explore with your mentor include:

- Finding out what employers are looking for.
- The link between your subject of study and the world of work.

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Email: mentor@abdn.ac.uk; Tel: 01224 273601
• The nature of their organisation and available career opportunities.
• More information about working in a specific role or career area.
• How to develop confidence and build on your interpersonal skills.
• Identify your development needs.
• After each meeting, you should record and reflect on your discussions. This will help you to consolidate your learning and plan for your next meeting.
• What goals are you planning to set yourself to develop your employability?
• Are you able to show how you have developed your subject-specific based skills, generic skills and personal attributes?

ORGANISING YOUR MEETINGS
Successful mentoring is a two-way process and as both you and your mentor have busy schedules, it is important to take time to plan your meetings ahead. You are encouraged as a mentee to take the lead on setting up meetings with your mentor and agreeing the focus of each meeting in advance. As a guideline, we recommend a meeting in person should last 30 minutes to an hour. Ideally, you should have meetings in your mentor’s organisation, on campus or in a public place. However, we understand that this may not always be possible and that some contact via Skype/FaceTime, email or telephone might be necessary. You will need to discuss with your mentor the most appropriate arrangements for both of you. You should aim to interact with your mentor at least once every 4 weeks over the 6-month programme.

WHAT HAPPENS AT THE END OF THE PROGRAMME?
You will be asked to complete feedback of your experience (and your mentor will be asked to do the same). This will help us to enhance the programme for future students. It is also a good idea to thank your mentor for his or her time and input; this is best done in writing after the programme has finished.