Preparing for your career mentorship

The University's Career Mentoring Programme normally runs from November to April, and offers a great opportunity for you to learn about a particular employment area, profession or career path. Your mentor has volunteered their time to help you to discuss and review your career ideas, to help you think about how to achieve these, and to agree a course of action for you to act upon. This flyer provides an overview of your responsibilities as a mentee, and provides hints and tips on getting the most out of your mentorship. We hope you find your career mentorship interesting and rewarding.

Your responsibilities as a mentee

- Communicate and meet with your mentor on a regular basis, as agreed between both parties. Normally in the programme, mentors and mentees commit 1-2 hours per month.
- Take the lead in setting up meetings and making initial contact with your mentor. Remember to research your mentor and/or their organisation before your first meeting. Try using LinkedIn and other online resources to help you.
- Communicate with your mentor in a professional and courteous manner at all times. You are encouraged to send emails to your mentor from your @aberdeen.ac.uk address.
- Maintain a record of your mentoring meetings discussions and plans.
- Attend and participate in the introductory and mid-programme workshops.
- Reflect upon your Aberdeen Graduate Attribute development throughout the programme.
- Liaise with the Careers Service in a timely manner to discuss any mentorship issues.
- Provide feedback at the end of the programme.
Think carefully about what you would like to achieve out of your mentorship before you meet your mentor. Suggestions include:

**How to develop your employability**
- CV preparation
- Networking skills
- Job search strategies
- Interview skills e.g. personal presentation, practice interviews
- Work shadowing
- Application tips
- Identifying and developing your skills (SWOT analysis)
- Exploring different career paths
- Researching different careers
- Analysing job adverts
- Assessment centres
- Effective public speaking
- Discussing Aberdeen Graduate Attributes

**The first meeting**

Areas you should discuss and agree on at your first session include:

- Agree a format of regular contact with each other (e.g. once a month or fortnight).
- Set content and meeting objectives.
- Discuss boundaries (e.g. managing expectations, confidentiality, location and duration of meetings, suitable meeting times and methods of contact).

Remember to also tell your mentor about yourself – your degree programme, your interests and achievements so far, your career ideas, what you hope to gain from the mentoring programme.

- Why did they join their particular organisation?
- What do they find particularly enjoyable about their job?
- What is the most challenging aspect of their work?
- What are the key skills they use on a day-to-day basis?
- What do they regard as the highest achievement in their work so far?