



UNIVERSITY OF
LIMERICK
OLLSCOIL LUIMNIGH

Cooperative
Education and
Careers Division



MENTORING@UL

INFORMATION PACK FOR MENTEES



CONTENTS

MENTORING

<u>1. Mentee Roles</u>	Page 3
<u>2. The stages of mentoring</u>	Page 4
<u>3. International Mentoring</u>	Page 6
<u>4. The Mentoring Agreement</u>	Page 7
<u>5. FAQs</u>	Page 8

Mentoring@UL Platform

<u>1. Mentoring Essentials</u>	Page 9
<u>2. Top 4 tips to get started on the platform</u>	Page 10
<u>3. 6 Steps to get the most out of the platform</u>	Page 11

Online Resources

<u>How to be a great mentor</u>	Page 15
<u>5 Secrets to Being a Great Mentor</u>	Page 15
<u>What the best mentors do</u>	Page 15
<u>6 Things Great Mentors Do Differently</u>	Page 15
<u>A life lesson from a volunteer firefighter</u>	Page 16
<u>The power of networks</u>	Page 16
<u>There is more to life than being happy</u>	Page 16



MENTEE ROLES

Mentee Roles help have an idea on the character of a mentee and their tendencies when working in a mentoring relationship. At their best mentees work around all the roles, adapting to their needs at specific times. Mentees also should familiarize themselves with the corresponding Mentor Roles and ask for a mentor to take on a specific role when they need particular guidance or advice.

The four tendencies are: Directive & Non-directive, Challenging & Nurturing

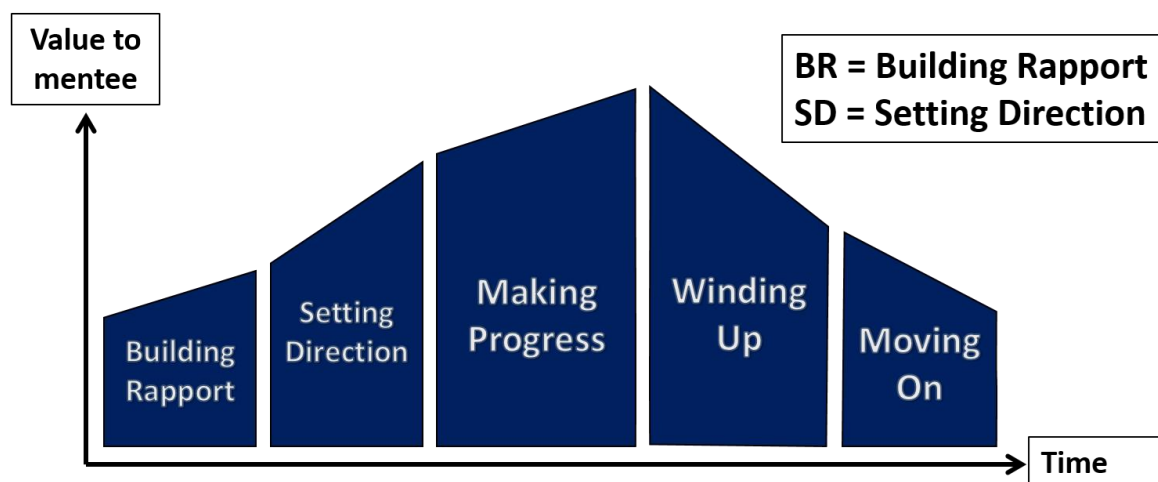


The Coachee is: **Directive** & **Challenging**

The Acolyte/Follower is: **Directive** & **Nurturing**

The Self-managed Learner is: **Non-directive** & **Challenging**

The Truth Seeker is: **Non-directive** & **Nurturing**



THE STAGES OF MENTORING

Initial approach:

Send a message to the mentor, explaining your reasons why you would like mentoring from them. If you do not receive an answer immediately remember to follow-up a couple of times. Remember to read everything on the mentor's profile before approaching, and make sure your profile is complete so the mentor can have a good first impression.

Build rapport:

The first two meetings are usually to build rapport between mentor and mentee. At this stage, mentor and mentee share their experiences, their history and their professional outlooks. You will also sign a mentoring agreement [see sample below], where you outline the logistics of the mentoring relationship. You can always start with something you have in common - your time at UL!

Setting direction:

This stage will take place in the third and fourth meetings. Mentees will assess their current state and their goals, and set around three objectives that will be achieved through the mentoring relationship. Objectives should be SMART (Specific, Measurable, Attainable, Relevant, Time-Bound). A quick step-by-step of setting objectives:

- What are the mentee's goals 1 year from now, 3 years from now and 5 years from now? Where do you want to be professionally then?
- Set 3 SMART Goals, for example:

Within 3 months of the start of the mentoring relationships I will have applied to 5 full-time positions and gotten one interview invitation

Within 4 months, I will have a completed CV, proofed by my mentor and ready to send to employers

Within 6 months, I will have visited my mentor's company and met one of her/his colleagues in my field of interest

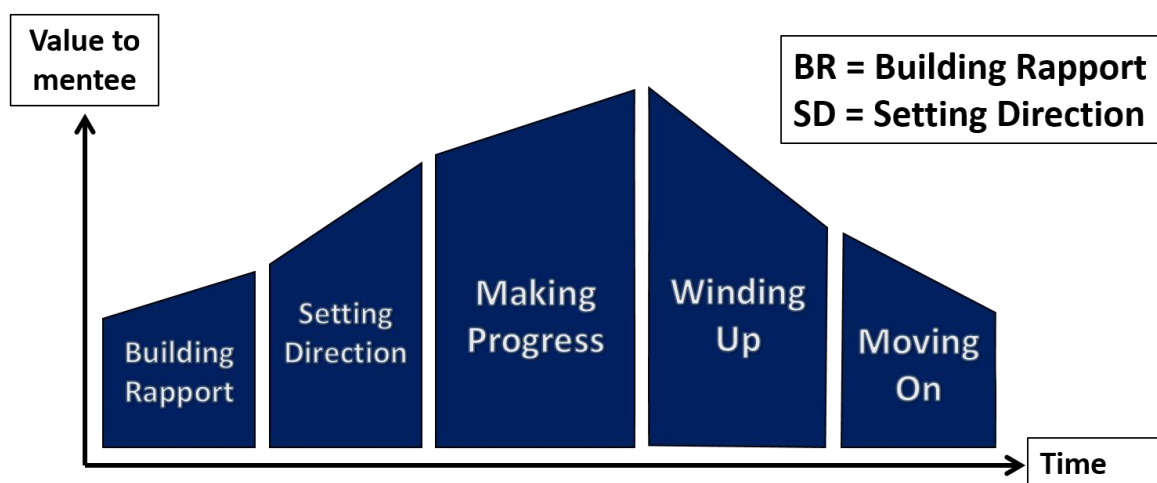
THE STAGES OF MENTORING

Wrapping-up or restart:

Once objectives have been achieved, it is time to start thinking on the next steps for your mentoring relationship. If objectives have been achieved, you can celebrate the success and end the mentoring relationship. This does not mean you won't contact each other again, but that your relationship is now different, and your mentor is part of your support network moving forward, but without the structured meetings. If you can come up with a new set of objectives in which the mentor can support the mentee, then you can go back to the Setting Direction stage and start the process again.

3 tips to keep in touch with your mentor after the relationship has ended are:

1. Connect in LinkedIn. 2. Have coffee once a year. 3. Update your mentor about major milestones (Graduations, new job, moving to a new country, etc.)





INTERNATIONAL MENTORING

Alumni based around the world can be a mentor on Mentoring@UL. Here are the top tips to succeed in remote mentoring relationships.

- Complete your profile.
- If you are an international student, or have particular interest to relocate outside Ireland, finding a mentor based abroad is a wonderful opportunity to build a network there.
- If you are travelling abroad, contact alumni on Mentoring@UL based on that area for a quick coffee meeting and share experiences.
- If you are living abroad and travel to Ireland, try to schedule a quick meeting with your mentor.
- Have at least one meeting to be able build rapport.
- With remote mentoring interactions communication is key - share different methods of communication (phone, email, social media) to reach out to each other.

UL MENTORING AGREEMENT

This agreement outlines the logistics and main objectives of a mentoring relationship. This is a very useful tool to frame the mentoring relationship and use the time mentor and mentee spend together as productively as possible. It should be discussed in the first meeting between the mentor and the mentee and signed by both on the second or third meeting. **Please note this agreement does not need to be submitted to the UL Careers Team**, this is a template to use with your mentor or mentee to guide you in structuring your relationship.

Contact information

Mentor Preferred method (circle preferred option, it can be more than one)

Email, phone call, text message, Whatsapp, Zoom

Contact details

Mentee Preferred method (circle preferred option, it can be more than one)

Email, phone call, text message, Whatsapp, Zoom

Contact details

If the preferred method above does not yield a response nominate a back-up method for both the mentor and the mentee below:

Meeting logistics

Meetings will take place (choose preferred option below)

Frequency of meetings (*choose preferred option below*)

In person

Monthly

Through phone or Skype/Zoom

Every 6 weeks

Both

Bi-monthly

Expected initial duration of the mentoring relationship

6 months

9 months

Other:

Top 3 objectives for the mentee

What the mentee wants to achieve

By when

1-

2-

3-

Objectives for the mentoring relationship

(Things you would like to achieve together in the next few months. Examples include: Having X number of meetings by June, attend an event at the University, etc.)

1-

2-

We agree to abide to the logistics above and by the confidentiality agreement signed when joining Mentoring@UL. We won't share any information with anyone else learned within our mentoring relationship, unless there is a concern about the safety of the mentor or mentee, in which case we will inform the [UL Careers Team](mailto:UL_Careers_Team) [CareersMentoring@ul.ie].

Mentor Name, Signature and Date

Mentee Name, Signature and Date

FAQs

WHAT DO I DO IF MY MENTOR REQUEST IS NOT BEING ANSWERED?

Mentors are quite busy and email inboxes can be filled with hundreds of emails a day as well. The rule of thumb is to **follow-up at least 3 times** before moving on to a different mentor. Make sure to follow-up through a different route as well, if previously agreed with your mentor (phone, text message, etc.). If after the third approach you do not get a reply, please let the UL Careers Team [CareersMentoring@ul.ie] know and they will advise on next steps.

ARE THERE ANY COSTS ASSOCIATED WITH THE USE OF MENTORING@UL?

There is no cost attached to any of the services on [Mentoring@UL](#).

WHAT IS THE TIME COMMITMENT FOR MENTORS AND MENTEES? HOW MANY HOURS A MONTH?

It is hard to estimate a fixed monthly commitment, as some months will be busier with meetings and actions, where others will be quieter. An annual approximate is 12 hours a year for mentors and 24 hours a year for mentees for the duration of the mentoring relationship.





MENTORING ESSENTIALS

FOR THE MENTEE

“The mentee is not a passive vessel into which the mentor pours knowledge but rather is a collaborator who actively engages in learning and critically reflects on experiences” (Zachary & Fischler, 2009)

The mentoring relationship is your responsibility. As a mentee you will initiate the approach to the mentor, will schedule meetings and follow-up as required.

Send a recap of actions for every meeting within 24 hours post-meeting.

Communications etiquette

- Answer your mentor within **5 working days** of receiving a message.
- Reply to any communications from the **UL Careers Team** in a timely manner.

Chase your mentor - follow-up repeatedly if needed [and if agreed at the beginning of the relationship].

Be useful - share your knowledge with your mentor as well.

Get to know yourself:

- Complete this [free test](#) that gives you an indication of your Myers Brigg personality profile.
- Choose from [these 14](#) fascinating personality tests.

New mentors join every day, so if in the first search you do not find anyone suitable, keep checking back!

Mentoring requires commitment: set up clear and measurable objectives with your mentor and make sure you pursue the action steps to achieve those objectives.

Check the platform once a week for updates and information, as well as any messages sent to you by other members of the programme.



TOP 4 TIPS TO GET STARTED ON **Mentoring@UL**

1

Sync your profile with LinkedIn

(If you have not created a [LinkedIn](#) account, [this article](#) has very useful tips on how to do so).

2

Pay special attention to these three elements in your profile:

- Have a professional picture and make sure your current professional information and educational information are up to date.
 - Check your contact information on the platform and confirm the information is up to date. All your interactions in the platform will be notified to your email address on file.
 - Enter your geographical location as this will ensure you appear on the right region on the mapping tool within the platform.
-

3

Do your research

Before you approach anyone on the platform, or before you answer any messages or requests you may have received, make sure to look closely into the profile of the other user. There is a lot of useful information on users on their profiles, and the more you know the more meaningful the interaction will be.

4

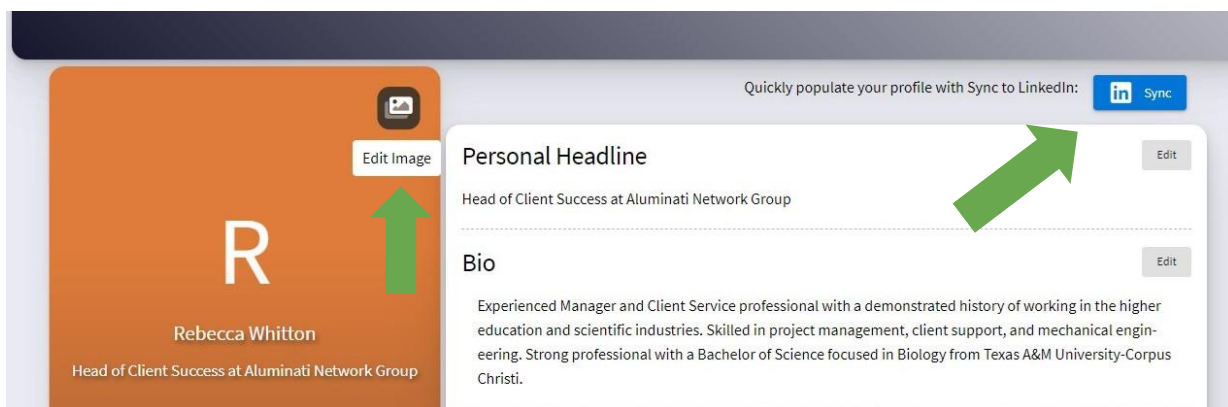
Check back regularly

Add a reminder on your calendar or phone to login back into your [Mentoring@UL](#) account at least once a month. New mentors and students join every day, and mentoring availability may be booked up quickly.

6 STEPS TO GET THE MOST OUT OF MENTORING@UL

#1 - PROFILE BASICS

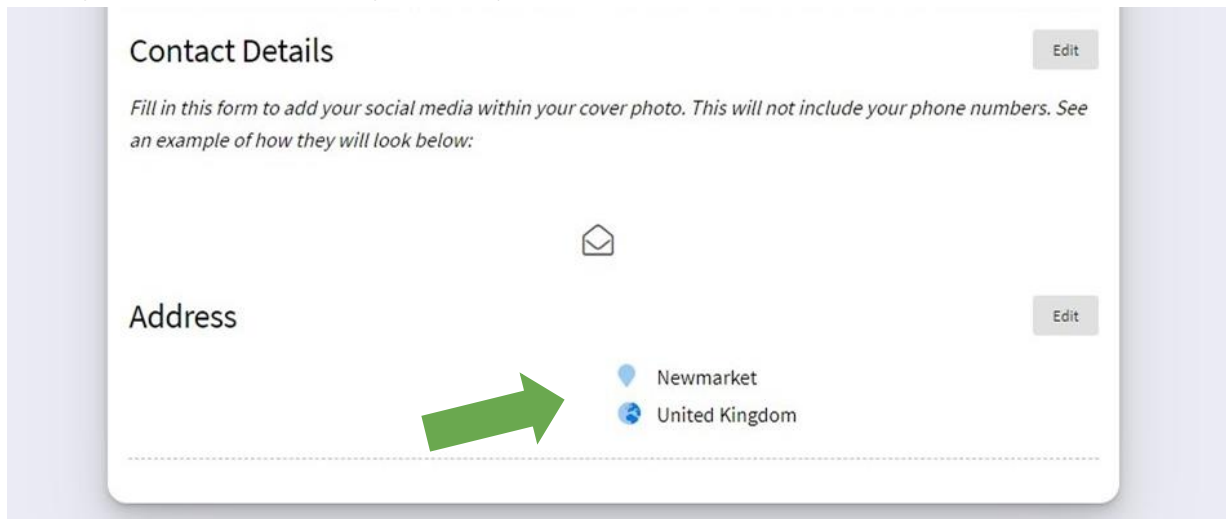
Make sure your profile is as complete as possible. Choose the Sync To LinkedIn option. Also, edit your profile picture as shown below.



The screenshot shows a user profile for Rebecca Whitton. A green arrow points to the 'Edit Image' button on the profile picture. Another green arrow points to the 'Sync' button in the top right corner, which is labeled 'Quickly populate your profile with Sync to LinkedIn:'. The profile details include a 'Personal Headline' (Head of Client Success at Aluminati Network Group) and a 'Bio' (Experienced Manager and Client Service professional with a demonstrated history of working in the higher education and scientific industries. Skilled in project management, client support, and mechanical engineering. Strong professional with a Bachelor of Science focused in Biology from Texas A&M University-Corpus Christi).

#2 - PROFILE DETAILS

Another key element is adding your address. Other users won't be able to see it, but it will allow you to appear on the map up to the city you are located, which makes it easier for people to find you and connect with you locally.



The screenshot shows the 'Contact Details' form. A green arrow points to the 'Address' field, which is currently empty. Below the address field, there are two location suggestions: 'Newmarket' and 'United Kingdom'. The form also includes a note: 'Fill in this form to add your social media within your cover photo. This will not include your phone numbers. See an example of how they will look below:'.

#3 - ACTIVATE MENTORING

Click on the Mentoring@UL tab on the top and then the About tab. Click the Join as Mentee button to Activate your Mentoring Profile.

Dashboard People **Mentoring@UL**

About Mentor Search My Connections

Managed by: UL Careers

Mentoring@UL

0 Participants | 0 Connections made

Website
www.aluminati.net

Participants
0

Connections made
0

Managed by
UL Careers

Contact
help@aluminati.net

Phone

Website
www.aluminati.net

Be a Mentor!

Would you like to join as a member and find support from your peers?

Please click below to apply.

Join as Mentor

Join

Be a Mentee!

Would you like to join as a member and find support from your peers?


Please click below to apply.

Join as Mentee

Join

#4 - MENTEE DETAILS

Search for a potential mentor on the top ‘Mentor Search’ Section. Filter through the services you wish to receive to find the ideal mentor for you.



Dashboard

People



Mentoring@UL


About

Mentor Search

My Connections

Search...


Reset Search

Offered Services

^

Inclusivity Services


^

Preferred Communication Style

^


+

-




Mentor Profile

Personal Profile




Gavin Connell


Head of Careers at University of Limerick





I am a mentor! How can I help?




About Me


Gavin Connell


Irish


Ireland




Limerick

Mentoring details

Summary

Test

Ideal Mentee


13

#5 – APPLYING TO A MENTOR

Fill out the eMentoring Relationship form to apply to a mentor.

Apply to me

MENTOR



Mentoring@deeper profcommunity.

Offered services

Choosing the right

Getting started in profession

Developing mana

Resolving difficult

Connect

Application

Services

eMentoring Relationship

0%

Title

Subject

Indicate some topics of interest

☐ Choosing the right career

☐ Getting started in your profession

☐ Required qualifications

☐ Developing the right skills outside of academia

☐ Preparing for job applications and interview

☐ How to progress in your profession

☐ Developing technical skills


☐ Developing management skills

☐ Resolving difficult situations

My Profile Directory

Apply to me

MENTOR



Mentoring@deeper profcommunity.

Offered services

Choosing the right

Getting started in profession

Developing mana

Resolving difficult

eMentoring Relationship

100%

Title

Samantha

Subject

Digital Media Design

Indicate some topics of interest

☒ Choosing the right career

☐ Getting started in your profession

☐ Required qualifications

☐ Developing the right skills outside of academia

☐ Preparing for job applications and interview

☐ How to progress in your profession

☐ Developing technical skills

☐ Developing management skills

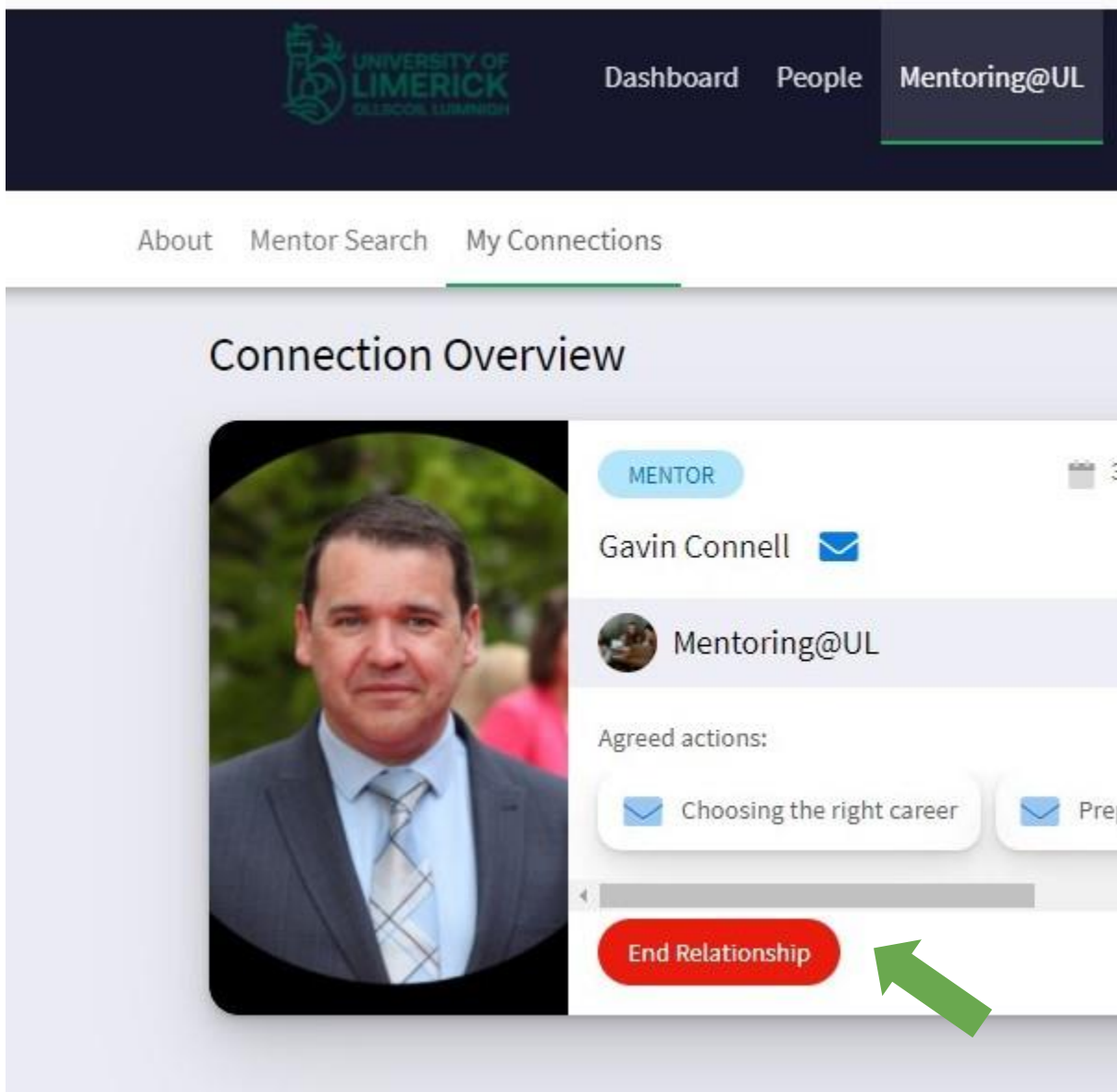
☐ Resolving difficult situations

☐ Engaging with senior staff

Continue

#6 - MENTORING INTERACTIONS

Once you are in a mentoring relationship you can manage your interactions in the My Connections dashboard. Remember to hit the End Relationship mentoring button if you have completed your relationship.



The screenshot displays the University of Limerick (OLLSCOIL LUIMNIGH) Mentoring@UL dashboard. The top navigation bar includes links for Dashboard, People, and Mentoring@UL. Below this, the 'My Connections' tab is active, showing a 'Connection Overview' for Gavin Connell, who is identified as a MENTOR. A profile picture of Gavin Connell is shown on the left. To the right, there is a 'MENTOR' label, a calendar icon, and an email icon. Below this, the name 'Gavin Connell' is displayed next to an email icon. Further down, a section titled 'Agreed actions:' lists two items: 'Choosing the right career' and 'Pre'. At the bottom of the connection overview, there is a red button labeled 'End Relationship', which is highlighted by a green arrow.

FAQs

WHAT DOES IT ENTAIL TO BE A MENTEE?

As a mentee on [Mentoring@UL](#) you will be able to search and request mentoring support from alumni. The mentoring relationship is mentee-led, which means that you will be in charge of sending the first approach to potential mentors, scheduling meetings and following-up on actions. The approximate time commitment for being a mentee is 24 hours annually - it is expected you will be in touch with your mentor monthly to coordinate meetings and share progress. The time commitment monthly will vary depending on availability and objective setting. Please refer to the **Mentoring Essentials** on page 3 for more information.

WHAT IF I HAVE A DISAGREEMENT OR CONFLICT WITH MY MENTOR, OR A PROBLEM WITH THE PLATFORM?

Please always let the UL Careers Team CareersMentoring@ul.ie know so we can advise on next steps.

WHAT IS THE EXPECTED RELATIONSHIP DURATION?

The recommended duration of a mentoring relationship is six to nine months or at least six meetings. This gives enough time for mentor and mentee to set up objectives, work on them and review them before moving on. However, mentoring relationships can also last a very short period or many years. It is up to the mentor and mentee to set up an initial duration and then reassess once this time is up.



A STEP-BY-STEP GUIDE TO ENTERING (and maintaining) A MENTORING RELATIONSHIP

➤ Creating your profile:

- Complete as many fields as possible. If you have a LinkedIn account, use the syncing function for easy profile completion
- Check [this guide](#) for great tips on creating an amazing LinkedIn profile
- Make sure you have a good quality profile picture

➤ Choosing the right mentor

- Look beyond industry or faculty
- Read the mentoring description
- Look at the list of services the mentor is offering to ensure a good fit

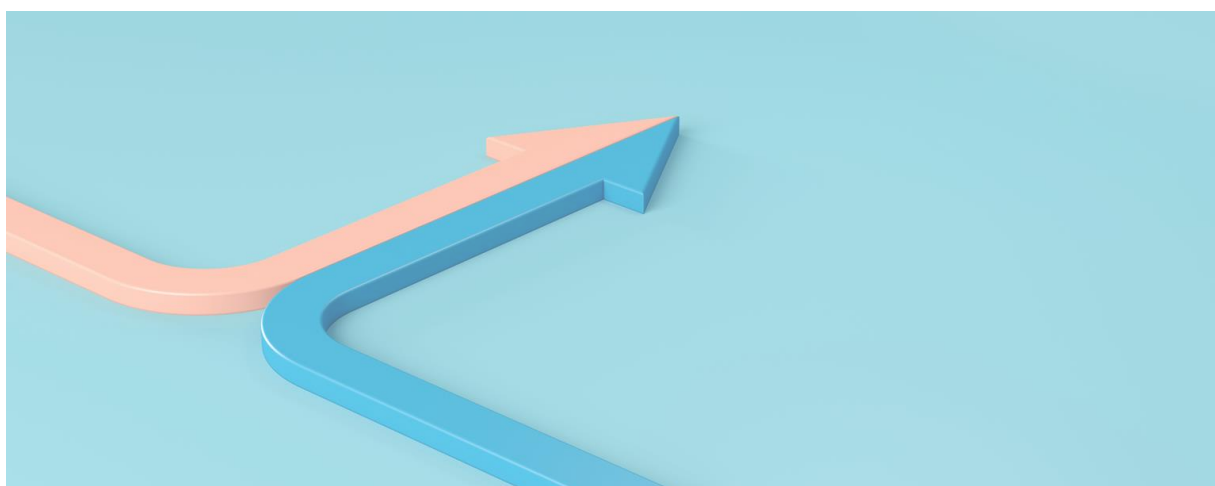
➤ Sending first message – See sample below:

Dear _____,

My name is _____ and I am a [insert current educational information]. I have been looking for some advice on [insert industry, organization name or specific skills] or to hear experiences of someone on this specific professional field. I believe your experiences in (insert organization names, expertise of mentor) will be incredibly valuable to me and will allow me to reach my current goals. I am looking to improve my (CV, interview skills, commercial awareness in a specific area). Would you be available to meet for a coffee or have a phone call and explore a potential mentoring collaboration in the upcoming weeks?

Looking forward to your reply,

Your name





A STEP-BY-STEP GUIDE TO ENTERING (and maintaining) A MENTORING RELATIONSHIP

➤ Preparing for first meeting

- Schedule a meeting in a place convenient for the mentor - make sure to clarify logistics (where to meet, how to find each other, any security protocol if you are meeting at the mentor's office)
- Prepare your answers to fill in the mentoring agreement
- Have an idea of your professional aspirations 1 year from now, 5 years from now and 10 years from now
- Prepare specific questions about the information contained in your mentor's profile within Mentoring@UL

➤ First meeting:

- Arrive on time
- Introduce yourself, describe why you chose your course and your aspirations
- Ask lots of questions. The first meeting is a great way to start building rapport and getting to know your mentor
- Go over the mentoring agreement to discuss logistics of the mentoring relationship. You can wait to sign this until after this meeting to take some time to reflect and make sure this is the right mentoring match for you. Remember this is an exploratory meeting. You are not still in a formal mentoring relationship, and this is a great time to explore if the relationship will be beneficial to both mentor and mentee

➤ Post meeting and beyond

- Send an email summing up any actions agreed and schedule the next meeting within 24 hours of your first meeting



How to Be a Better Mentee

By Allison M. Vaillancourt - June 20, 2012

Good mentors are like Yoda -- and other lessons from the mentorship sphere "Create time limits. While you are always free to extend the duration of your mentor-mentee relationship, announcing an end date — "I'd appreciate the opportunity to meet with you once a month for the next six months" — can make the time commitment "doable" for your would-be mentor and provides you each with a graceful escape hatch."

<https://www.chronicle.com/blogs/onhiring/how-to-be-a-better-mentee/31973>



5 Secrets to Being a Great Mentor—From Someone Mentored by the Best

By Rick Wartzman - April 9, 2014

"A model mentor is always fully present, recognizing the tremendous trust he or she has been handed."

<http://time.com/54568/5-secrets-to-being-a-great-mentor-from-someone-mentored-by-the-best>



What the best mentors do

By Anthony K. Tjan on February 27, 2017

"Having interviewed close to 100 of the most admired leaders across business, culture, arts, and government, one important characteristic stands out: They do everything they can to imprint their "goodness" onto others in ways that make others feel like fuller versions of themselves."

<https://hbr.org/2017/02/what-the-best-mentors-do>



6 Things Great Mentors Do Differently

By Sujan Patel for Entrepreneur

Good mentors are like Yoda -- and other lessons from the mentorship sphere.

<https://www.entrepreneur.com/article/289021>



How to be a great mentor*

By: Jacquelyn Smith for Forbes

"The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires." - William Arthur Ward

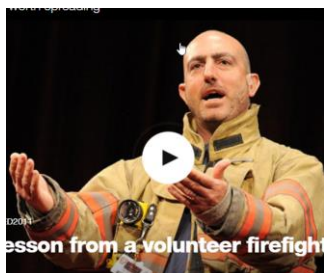
<https://www.forbes.com/sites/jacquelynsmith/2013/05/17/how-to-become-a-great-mentor/#20744e954f59>



To be your best, choose your heroes and learn from a mentor

By Jeff – for Entrepreneur

<https://www.entrepreneur.com/article/231685>

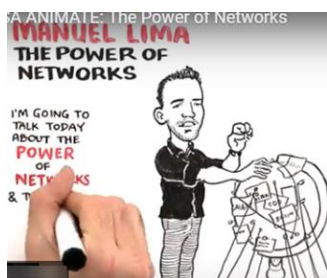


A life lesson from a volunteer firefighter

An inspiring talk by Mark Bezos for TED, recorded on March 2011

Duration: 4:01

https://www.ted.com/talks/mark_bezos_a_life_lesson_from_a_volunteer_firefighter



The power of networks

Duration: 10:57

In this RSA Animate, Manuel Lima explores the power of network visualisation to navigate our complex modern world.

<https://www.thersa.org/discover/videos/rsa-animate/2012/05/rsa-animate--the-power-of-networks>



There is more to life than being happy

Duration: 12:18

In this fascinating talk, recorded by TED in 2017, Emily Esfahani Smith talks about how there is more than the pursuit of happiness, and how to find it.

https://www.ted.com/talks/emily_esfahani_smith_there_s_more_to_life_than_being_happy?referrer=playlist-most_popular_talks_of_2017&language=en



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