

Securing your next job! Mentor, mentee guidance.

The Business Support Group will endeavor to support you in building your confidence and interview skills. In order to build a successful mentor/mentee relationship it is important that we are all working towards the same goal, with that in mind we have put together the following guidelines.

The Mentor:

Your mentor will contact you prior to the workshop and discuss your CV. The purpose of this conversation is to get a clear understanding of your expectations on the day.

Your mentor will speak the truth in love. It is your mentor's responsibility to give you objective feedback. This means at times your mentor will need to positively challenge you in order to help you achieve your very best.

Your mentor will be available for support at agreed times. They will respect you and deliver the support that you need within the time frames that you agree.

Your mentor will be honest with you. We will not have all the answers but we are here to help where we can and refer you to others when it becomes necessary.

Your mentor will support you on the day and help you come up with solid action plans. You will agree specific outcomes and when and how they will be followed up.

Some qualities of a mentor:

A belief that they have experience and knowledge that is worth imparting.

Ability to assist the mentee in their decision-making processes by

Listening, sharing and reviewing options.

Openness to different perspectives.

Ability to give and receive honest and constructive criticism.

Encourage the exploration of ideas where appropriate.

Ability to help the mentees shift their mental context.

Ability to understand where a mentee is coming from and what they have in mind.

Ability to pick up on strengths and weaknesses of a mentee.

The Mentee:

The mentee will respect the fact that the Mentor is here to help and will follow through on agreed actions in the agreed timeframe.

The mentee will not make excuses, but will give 100% to overcome obstacles.

The mentee will arrive on time and be prepared with all pre-course work fully completed.

The mentee will keep an open mind and take feedback on board in the spirit that it is being shared.

The mentee will be open and honest in all discussions and participate.

The mentee will act with integrity and do their very best at all times.

The mentee will consistently look to improve themselves by utilizing the knowledge and skills that the mentor possesses.

Some qualities of a mentee:

Willingness to achieve personal growth and professional goals.

Ability to receive and give honest and constructive feedback.

Be accessible and positive.

Initiative and independence

An acceptance that a mentor is not there to do your work for you and may not have all the answers all the time.

Expectation of a peer relationship, not a student/teacher relationship.