

MANCHESTER GOLD

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Mentoring on Manchester Gold

Your mentor's role on Manchester Gold is to help you to make informed career decisions, to help you have a better chance of getting a job and to give you some tips to help you succeed once you start. They have generously agreed to dedicate around 15 hours of their time to you over the next six months. The discussions you have during this time will hopefully help you:

- clarify your career plans
- forge links in the sector you may wish to work in on graduation
- gain first-hand contact with a professional in an industry you would like to work in
- develop the skills and confidence you need to succeed in your job search
- improve your employability, CV and performance at interviews
- gain a competitive edge over other candidates

Conduct of Mentoring

Successful mentoring is a two-way process and it is important for both the mentor and the mentee to be comfortable with the method, content, style and frequency of contact.

Location of meetings

While it would be beneficial for you to visit your mentor at his or her place of work at least once, this may not be possible for every meeting. You must therefore find a mutually convenient place to meet. Pubs and cafés are not usually conducive to a professional discussion; however they can be used for more informal meetings. We may have rooms available at the Careers Service at Crawford House. Please contact Bridget Kik by telephone: 0161 275 2828, or via email: bridget.kik@manchester.ac.uk

Frequency and length of meetings

There is no set rule as to the frequency and length of your meetings. As a guideline, we advise four meetings lasting between 60 and 90 minutes over the course of the programme. However, people find different ways of making mentoring work; it may be that due to geographical constraints you conduct some mentoring via email or the telephone or that your mentor is able to meet with you more frequently. The key is to discuss this with your mentor and find out what will work for you both.

As both you and your mentor will have very busy schedules, we do advise that you try to schedule your meetings for the year ahead of time, taking into account exam periods.

Mentors based outside the UK

If your mentor is based outside the UK, there are a couple of things you may wish to consider. It is a good idea to establish how frequently you intend to communicate with your mentor and make a note of any periods when either of you is unavailable. You may wish to set agreements around how quickly either party should be expected to reply to an email, this way your mentor won't expect an instant response whilst you think a week is a suitable time-frame, or vice-versa. You may also need to work harder to ensure that you are meeting your objectives. For example, you will need to send a CV via email by an agreed date rather than bringing it to a set meeting. You may wish to discuss whether you can use Skype or telephone communications to support your email contact.

Content

Even though mentoring is relatively informal, it is still important that the content is agreed on and adhered to; otherwise, the mentoring will lose focus. Before your first meeting or communication, you should have thought of a list of objectives that you want your mentor to help you with, or activities you want to complete in the meetings; some ideas are included in appendix one. You can also use the skills portfolio provided in your induction pack as a basis for discussion. It may be that some of your expectations are too high i.e. I want a guaranteed job offer.... Your mentor may not be able to do this but they should be able to advise you on the best way to get a job in their field.

Your Commitment

As mentees you are the drivers behind the programme. While we promise to support you throughout the mentoring process, Manchester Gold requires a strong commitment in order for your partnership to succeed.

You need to be organised, professional, flexible and reliable. You need to be punctual for meetings, return email and telephone messages as soon as possible, and inform your mentor, in good time, if you need to re-arrange a meeting.

The advice is obvious but integral to the success of the programme and will ensure you get the best from your Manchester Gold mentor. Such skills will also be expected of you once you start working.

Etiquette

Although the Manchester Gold relationship will be informal in many ways, it is also a professional one. Your mentor will be generously giving up their time to help you and as such, it is polite and courteous to acknowledge this. As a minimum, we would recommend that you give some formal thanks at the end of the programme, either by email or in writing.

Support and Resources

Mentoring Help and Advice

We are aware that problems can arise and it is important to remember that the Manchester Gold team is here to support you throughout the course of the programme. As a mentee, you are encouraged to get in touch with the team and keep us posted with your developments. We really like to hear from you! If you are experiencing problems, please get in touch with us as soon as possible. If you have any questions, queries or concerns, please do not hesitate to contact us. We are here to help.

If you need any help, advice or guidance throughout the programme, please contact the mentoring team by telephone: 0161 275 2828, or via email: mentoring@manchester.ac.uk

Careers Advice

In the past, we have held workshops specifically for Manchester Gold mentees on job search techniques such as writing CVs, applying for jobs and interview techniques. However, many mentees found them to be of limited use as they covered most of these aspects with their mentor who could provide more industry specific information.

If you do wish to attend workshops of this kind, they are regularly hosted by the Careers Service. You can also book an appointment with a careers consultant, or attend shorter 15 minutes sessions with an adviser to get feedback on your CV and to brush up on interview skills. Please visit www.manchester.ac.uk/careers for further information, or call into the Careers Library in The Atrium which is on the first floor of University Place.