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# Alumni Mentoring Scheme

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Mentor  
GUIDE BOOK

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# Alumni Mentoring Scheme

## What You Need to Know

# 1

### What is Mentoring?

Join our Alumni Mentoring Scheme where mentors (alumni and external professionals now working in industry) provide one to one support, inspiration and guidance to mentees (current students or recent graduates) with their career aspirations, and their personal and professional development.



It is a relationship based on encouragement, constructive comments, openness, mutual trust and respect, as well as a willingness to learn and share.

With no cost attached to our mentoring scheme, join now and make the most of an opportunity to give back and influence the lives of others.

# 2

### What does becoming a Mentor entail?

- As a mentor on the Alumni Mentoring Scheme, you will give advice and share your professional experiences with new graduates or current students. You will get requests from potential mentees, and you can accept or decline requests.
- The approximate time commitment for being a mentor depends on what you agree with your mentee. We recommend 12 hours annually – and to be in touch with your mentee once every six weeks or so, however the length of your mentoring relationship may be longer or shorter.
- You can offer the following services and you may choose as many as you wish from the below list:

 **Mentor services** Edit 

Advice via telephone

Advice via email

Review a CV

Review an application

Meet face to face at mentor's location

Visit to place of work

Work shadowing (observation only)

Work experience (participation, reference given)

Full internship

A job

Revert Cancel Save

# What You Need to Know

## 3

### Who can apply?

Alumni can apply to be mentors if they graduated 3 or more years ago and are considered to be in a position to be able to share career skills and experiences which will benefit the knowledge and development of current students and/or new graduates.

The scheme is open to alumni around the world, as it embraces the opportunity to provide mentoring virtually, regardless of location.

In addition, external professionals with relevant and significant experience (not WLV graduates) are able to apply to become a mentor and share professional experience

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## 4

### Benefits of Becoming a Mentor

- Share your valuable skills, experience, knowledge and networks
- Have the final say in who you mentor - you approve mentor requests
- Set a maximum of how many mentees you are able to mentor
- Manage your own mentor profile - you choose what information you want to share
- Specify what services you can offer and how often
- A user guide and staff support are available to you every step of the way
- The chance to network with other graduates who can even mentor you
- Giving back as a mentor allows you to make a real difference
- Stay connected with the University

# How to apply to become a Mentor

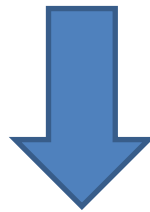
Visit

<https://www.wlv.aluminate.net/>



Click create an account

Then follow the step-by-step on screen instructions to complete and submit your application



All applications are checked and verified by the University.

You will receive an email notification once your account has been verified. Please allow a few days for this



Log into your new mentor account & complete your account set-up  
(see Top Tips on the next page)



Regularly check your account for mentoring requests and messages from potential mentees

# Getting Started as a Mentor

## Top Tips

# 1

### Sync your profile with LinkedIn

(If you have not created a [LinkedIn](#) account you may wish to consider doing so to elevate your professional profile)

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# 2

### Pay special attention to these four 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 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.
  - **Active your mentoring profile – you must do this to be able to accept mentees**
- 

# 3

### Do your research

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.

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# 4

### Check back regularly

Add a reminder on your calendar or phone to login back into your **mentor** account at least once a month. New mentees join every day searching for mentors and it's important to check your account messages and reply in a suitable timeframe.

If you do not get a mentoring request right away, wait a bit as the traffic in the scheme increases over time.

# Getting Started as a Mentor

## Top Tips

# 5

### The Mentoring Relationship

#### Initial interactions

Once you have accepted a mentor request, you need to be in touch with your mentee to arrange how and when your first meeting will happen. If your mentee hasn't already, contact them to suggest a day and time for your first meeting. Also let them know how you would like the mentoring to happen, e.g. via email, video chat, text, phone or in person. As you make initial contact with your mentee remember they may be shy, nervous and not sure about what you can offer, so try to lead discussions initially and ask questions to determine their goals and how you can support.

Allow time for your mentee to respond. If you do not receive an answer though, remember to follow-up with a polite reminder.

#### Preparing for the first meeting

- Make sure you have accurately noted the day/time for your first meeting and you have sorted any logistics (where to meet, how to find each other, any security protocol if you are meeting in person).
- Prepare questions you wish to ask the mentee to learn more about their career goals and what they hope to obtain from the relationship.
- Consider the mentees needs, course and their potential career in advance, along with your thoughts on how you may be able to support.

#### First meeting

- Be on time.
- Introduce yourself, describe what course you studied, your career and what daily life is like for you at work.
- Ask lots of questions. The first meeting is a great way to start building a rapport and getting to know your mentee.
- Network mapping – think about your network and whether anyone may be add value in terms of insights, placements, contacts etc.
- Possibly go over the mentoring agreement included later in this guide. You don't have to use this, but it does give some useful prompts about what to consider as you begin to be mentored. You can wait to sign this (electronically send to each other) 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.

# Getting Started as a Mentor

## Top Tips

### Post meeting and beyond:

- Send a message summing up any actions agreed and scheduling the next meeting within 24 hours of your first meeting.
- The frequency of the meetings is up to you and your mentee to agree, however, we recommend that meetings should ideally be once every 4-6 week as convenient and via an agreed channel.
- Take notes to act as reminders of actions following the meetings.
- Make sure you do follow up on anything you have agreed to do in your mentoring meeting.

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## 6

### Contact Us

We are always here to support you as a mentor.  
Email us at [mentoring@wlv.ac.uk](mailto:mentoring@wlv.ac.uk)

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## 7

### Review

Once the term of a relationship is due to end you can either:

- 1) End the relationship (via the platform option)
- 2) Extend it (continue as normal)

We also ask that you please complete the end of academic year scheme survey that we will provide to reflect on your experience and allow us to continually improve the service.

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## 8

### Be mentored yourself (Alumni only)

Consider getting a mentor as well - no matter what stage you are in your career, it is always great to connect with others and reminisce about your university experience.

***“Show me a successful individual and I’ll show you someone who had real positive influences in his or her life. I don’t care what you do for a living—if you do it well I’m sure there was someone cheering you on or showing the way. A mentor.”***

**— Denzel Washington**



# ALUMNI MENTORING SCHEME 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 ideally, signed by both on the second or third meeting (electronically is fine). Please note this agreement does not need to be submitted, 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,
Contact details	
Mentee Preferred method (circle preferred option, it can be more than one)	Email, phone call, text message,
Contact details	
<b><i>If the preferred method above does not yield a response nominate a back-up method for both the mentor and the mentee below:</i></b>	
Meeting logistics	
Meetings will take place (choose preferred option below)	Frequency of meetings ( <i>choose preferred option below</i> )
In person	Monthly
Phone or virtually (Skype, Zoom etc.)	Every 6 weeks
Both	Bi-monthly
<b>Expected initial duration of the mentoring relationship</b>	
6 months	
9 months	
Other:	
Top 3 objectives for the mentee	
<i>What the mentee wants to achieve</i>	<i>By when</i>
1-	
2-	
3-	
<b>Objectives for the mentoring relationship</b> <i>(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.)</i>	
1-	
2-	

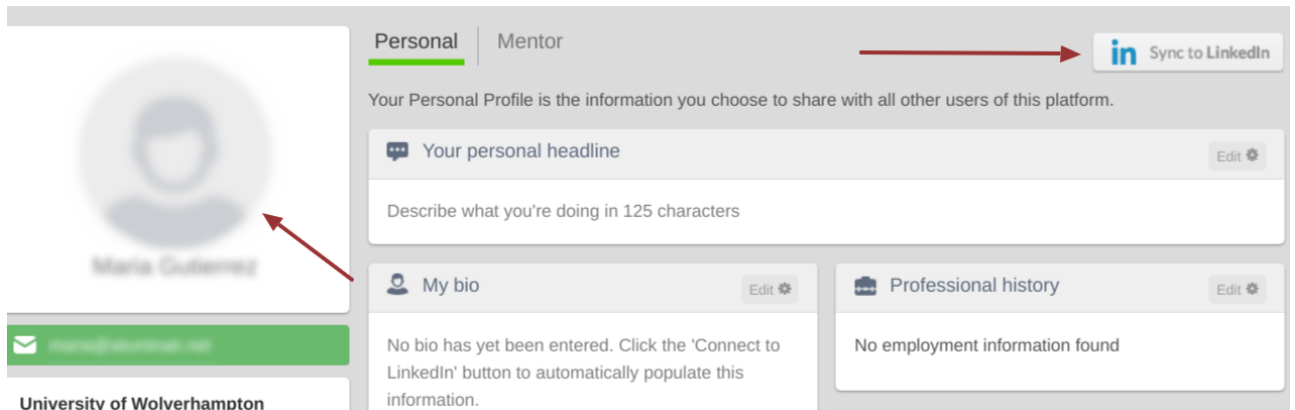
We agree to abide to the logistics above and by the confidentiality agreement signed when joining the Alumni Mentoring Scheme. We won't share any information with anyone else learned within our mentoring relationship, unless there is a concern about the safety of the mentor or mentee, in which case we will icontact [mentoring@wlv.ac.uk](mailto:mentoring@wlv.ac.uk).

Mentor Name/Date .....Mentee Name/Date.....

# How to use the platform

## #1 - PROFILE BASICS

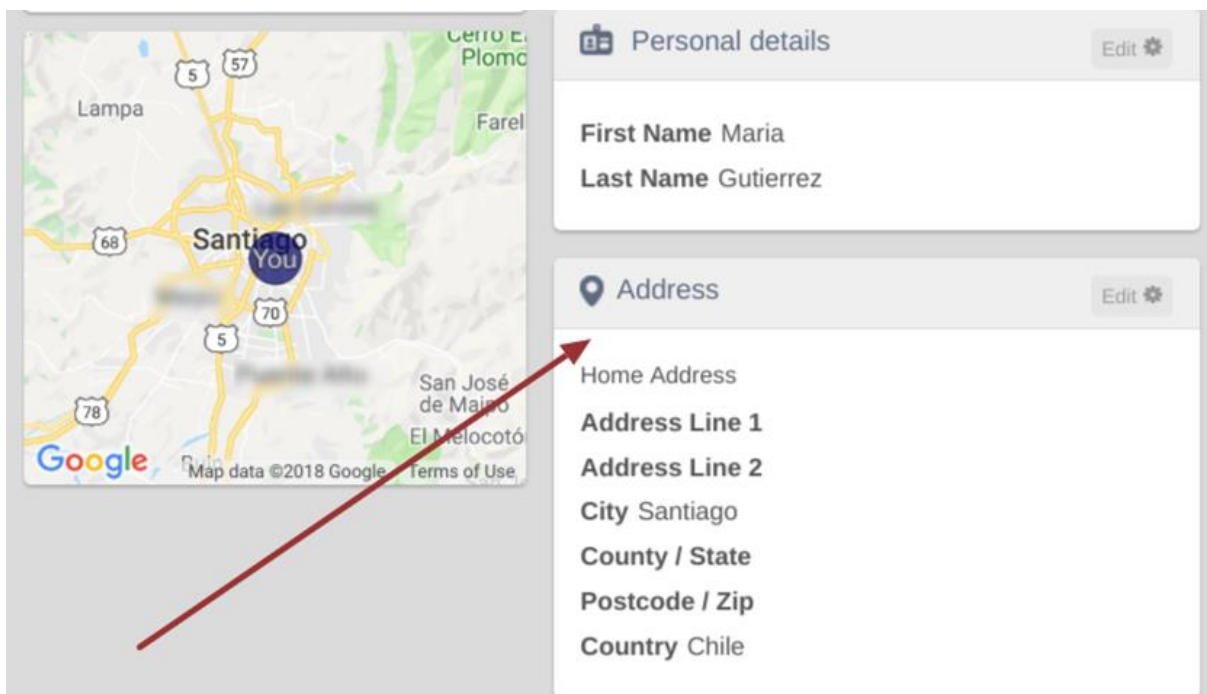
Make sure your profile is as complete as possible. For a very quick process, choose the Sync To LinkedIn option. Also, quickly edit your profile picture as shown below.



The screenshot shows a user profile for 'Maria Gutierrez' at the 'University of Wolverhampton'. The profile is divided into sections: 'Personal' (selected), 'Mentor', 'Your personal headline', 'My bio', and 'Professional history'. A red arrow points to the 'Sync to LinkedIn' button in the top right corner. Another red arrow points to the profile picture placeholder, which is labeled 'Maria Gutierrez'. Below the profile picture is a green bar with an email icon and the text 'University of Wolverhampton'. The 'My bio' section contains the text: 'No bio has yet been entered. Click the 'Connect to LinkedIn' button to automatically populate this information.' The 'Professional history' section contains the text: 'No employment information found'.

## #2 - PROFILE DETAILS

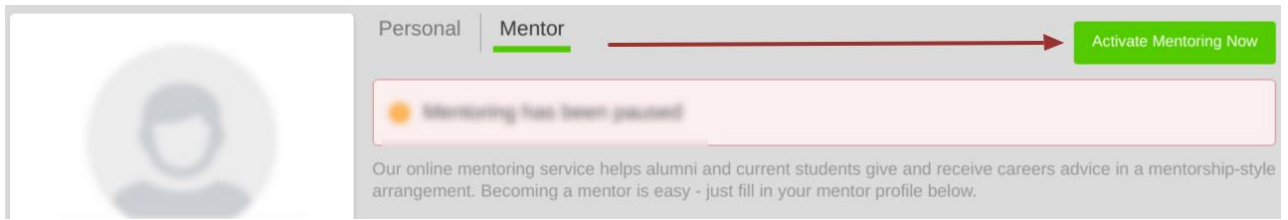
Another key element is adding your address. Other users won't be able to see it, but it will allow you to appear on the map up to the city you are located, which make it easier for people to find you and connect with you locally.



The screenshot shows the 'Personal details' section of a profile. On the left is a map of Santiago, Chile, with a blue pin labeled 'You' indicating the user's location. The map shows major roads and landmarks like 'Cerro El Plomo' and 'San José de Maipo'. On the right is the 'Personal details' form, which includes fields for 'First Name Maria' and 'Last Name Gutierrez'. Below this is the 'Address' section, which includes fields for 'Home Address', 'Address Line 1', 'Address Line 2', 'City Santiago', 'County / State', 'Postcode / Zip', and 'Country Chile'. A red arrow points from the 'Address' section to the map, indicating the connection between the address and the location on the map.

## #3 - ACTIVATE MENTORING

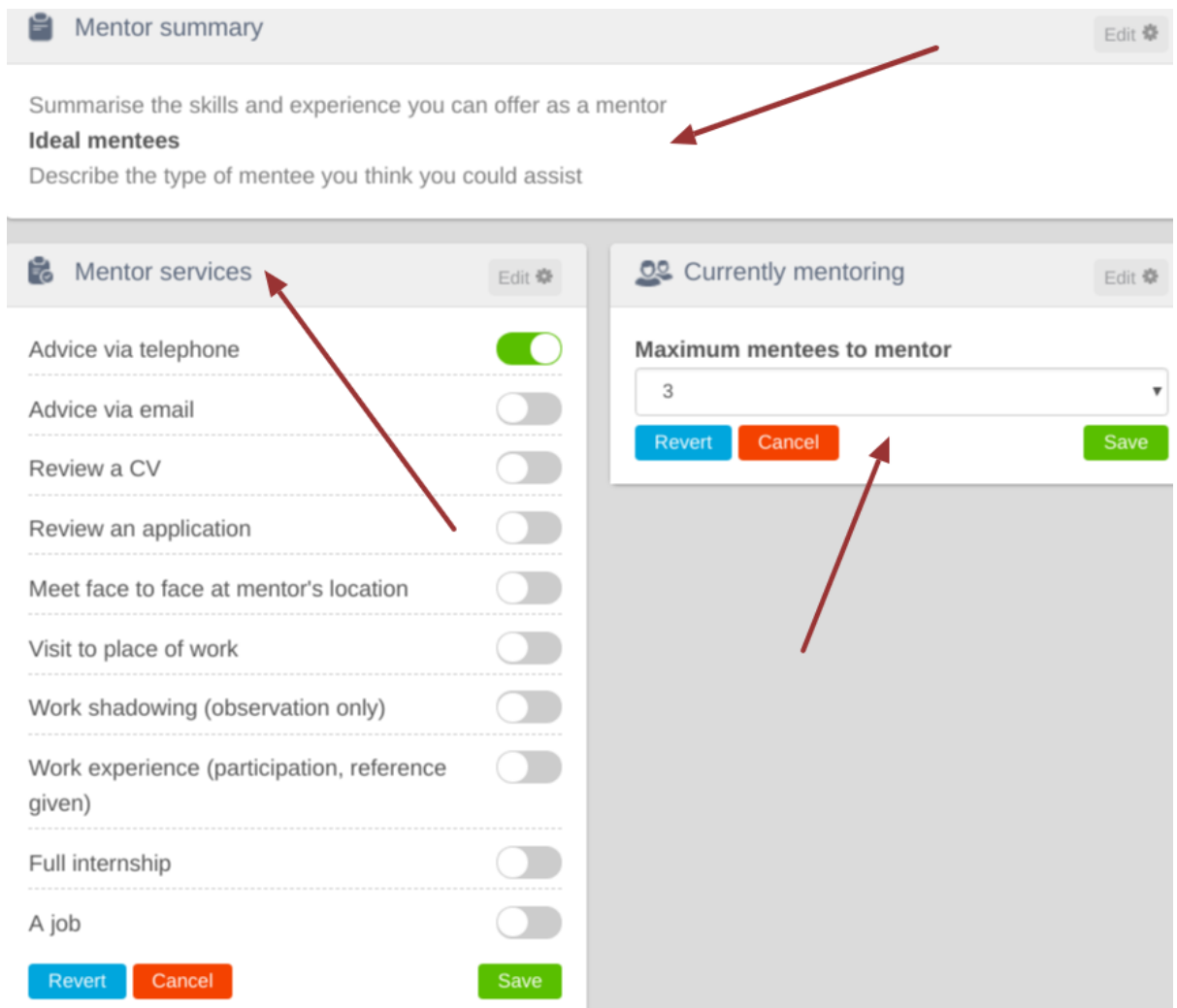
Click on the Mentor tab on your profile to Activate your Mentoring Profile. This action will make you searchable to students and other alumni searching for advice.



## #4 - MENTORING DETAILS

Add a line or two in the mentor summary area. All the words in the your profile will help people searching for specific skills to find you.

Also, choose which services do you want to offer and how many mentees are you willing to mentor at a time.



## #5 - MENTORING INTERACTIONS

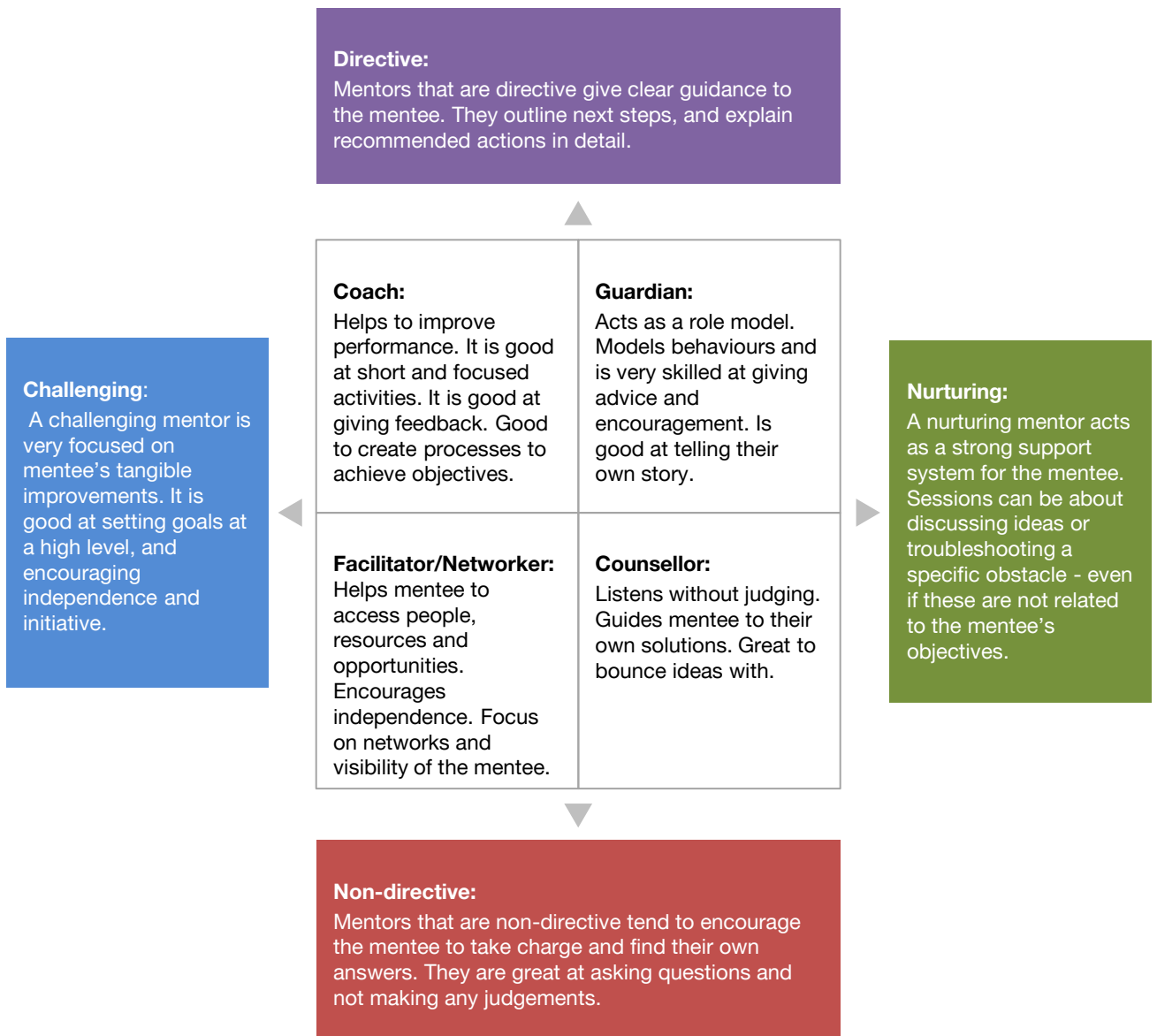
Once you are in a mentoring relationship you can manage your interactions in the eMentoring dashboard. Remember to hit the Finish mentoring button if you have completed your relationship, to become available to other mentees.

The screenshot displays the eMentoring dashboard interface. At the top, there is a navigation bar with 'Online Directory', 'eMentoring', and 'Settings' (with a notification badge). Below this is a secondary navigation bar with 'Home', 'Profile', 'Requests', and 'Search', along with a search input field labeled 'Search for mentors'. The main content area is titled 'YOUR MENTORING DASHBOARD' and is divided into two columns. The left column, 'Your eNetworking Mentors', shows 'You don't have any mentors' and a 'Search now' button. The right column, 'Your eNetworking Mentees', features a profile card for 'Marie Gutierrez' with a 'Send message' button and a 'Finish mentoring' button. A red arrow points to the 'Finish mentoring' button. Below the profile card, there is a 'Requesting mentoring in:' section with two options: 'Advice via telephone' and 'A job'. To the right of these options are 'Schedule' and 'Send message' buttons, with a red arrow pointing to the 'Schedule' button. At the bottom of the dashboard, there is a search bar for 'SEARCH AND BROWSE MENTORS' and a map section with 'Map' and 'Satellite' tabs, and a 'Mentors Around the World' button.

# MENTOR ROLES

Mentor Roles help to have an idea on the character of a mentor and their tendencies when working in a mentoring relationship. At their best mentors work around all the roles, adapting to the needs of the mentees at specific times. Mentees also should 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**

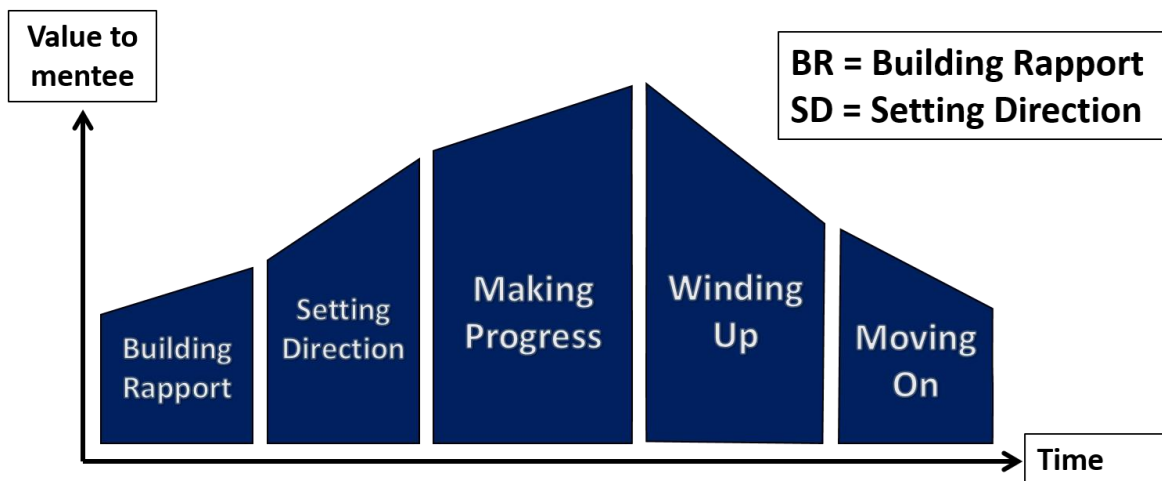


The Coach is: **Directive** & **Challenging**

The Guardian is: **Directive** & **Nurturing**

The Facilitator/Networker is: **Non-directive** & **Challenging**

The Counsellor 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 [add link], where you outline the logistics of the mentoring relationship. You can always start with something you have in common - your time at Wolverhampton!

## 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-Bounded). 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 his colleagues on my field of interest*

## 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.)

# FAQs

## **I HAVE AN ACTIVE MENTORING PROFILE, BUT I HAVE NOT RECEIVED ANY MENTORING REQUESTS YET.**

- The membership of the scheme is always changing and new people join every day, so a request can come in anytime. The information on your profile, including your professional history is already useful and inspiring to those on the platform, and students and recent graduates not always contact mentors, but scroll through profiles to get ideas on professional pathways and achievements from University of Wolverhampton alumni.
- If you have a specific requirement or offer for mentees, let the team know, so we are able to match you to a student or recent graduate if the opportunity arises.

## **WHAT IS THE EXPECTED RELATIONSHIP DURATION?**

The recommended duration of a mentoring relationship is 12 hours annually - it is expected you will be in touch with your mentee once every six weeks or so. 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.

## **HOW DO I END A MENTORING RELATIONSHIP IF IT IS NOT WORKING?**

Although it may be intimidating, knowing when to stop a mentoring relationship is a very important element of mentoring. It is essential to communicate the desire to stop the mentoring relationship, never stop contact without making clear the reasons for stopping. When possible, it is best to end a mentoring relationship as early as possible. Make sure to use the first and second meeting to get to know your mentor or mentee, share experiences and objectives to determine if an extended mentoring interaction can be beneficial to each other.

## **WHAT DO I DO IF MY MENTEE IS NOT ANSWERING MY MESSAGES?**

If it has been a week and a mentee has not replied, please follow-up on the agreed back-up method on your mentoring agreement. If there is still no answer, please let us know so we can advise you on next steps.

## **ARE THERE ANY COSTS ASSOCIATED WITH THE USE OF THE WLV ALUMNI COMMUNITY?**

There is no cost attached to any of the services of the Alumni Mentoring Scheme.

## **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.

## **WHAT IF I HAVE A DISAGREEMENT OR CONFLICT WITH MY MENTEE, OR A PROBLEM WITH THE PLATFORM?**

Please always let the Mentoring Team know so we can advise on the next steps.

Our email is [mentoring@wlv.ac.uk](mailto:mentoring@wlv.ac.uk).



## 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>



## 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 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>





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

By Jeff – for Entrepreneur

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

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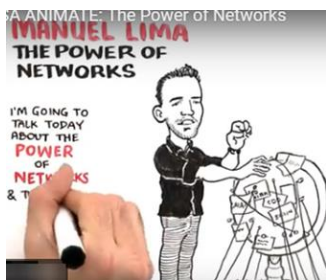
## A life lesson from a volunteer firefighter

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](https://www.ted.com/talks/mark_bezos_a_life_lesson_from_a_volunteer_firefighter)

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## 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>

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## 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\\_ted\\_talks\\_of\\_2017&language=en](https://www.ted.com/talks/emily_esfahani_smith_there_s_more_to_life_than_being_happy?referrer=playlist-most_popular_ted_talks_of_2017&language=en)