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# Alumni Mentoring Scheme

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Mentee  
GUIDE BOOK

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# Alumni Mentoring Scheme

## What You Need to Know

# 1

### What is Mentoring?

A mentor is someone who gives you support, encouragement, advice and who shares their knowledge, insights and skills from the position of being further ahead in their career and experience of life.

Our mentors are professionals who have all forged successful careers. Many are alumni of The University of Wolverhampton. They have volunteered to help you, often because they know from personal experience that the transition between university and a professional career can be hard.

The mentors work in a huge range of industries including: Education, Law, IT, Health, Science, Sport, Engineering, Media, Charities, Design, Arts and more. You can search for mentors who you think will suit you. If there is no one quite right, let us know: we may be able to find a mentor for you.

This is a FREE service and all applications will be approved by the University.

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# 2

### What does becoming a Mentee entail?

Your mentor is volunteering their time and expertise for your benefit, so it is important to show them your professionalism, enthusiasm and reliability.

You can do this by:

- Engaging with your mentor – read their profile, send a first message to them, listen to their advice, ask questions, proactively arrange follow up meetings.
- Actively sharing your ideas, concerns and aspirations.
- Being clear with your mentor about what you hope to get out of mentoring and working with your mentor to come up with realistic goals for your mentoring.
- Following up on everything you agree to in your mentoring conversations.
- Thanking your mentor for all their help.

The approximate time commitment for being a mentee depends on what you agree with your mentor and what you want to achieve through being mentored. We recommend 12 hours annually – and to be in touch with your mentor once every six weeks or so, however the length of your mentoring relationship may be longer or shorter.

# What You Need to Know

## 3

### Who can apply?

You can be apply to be mentored if you are a current student, or recent graduate (within 3 years of graduating) of the University of Wolverhampton.

The Alumni Mentoring Scheme is open to students at all levels, studying all subjects and both international and home students.

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## 4

### Benefits of Becoming a Mentee

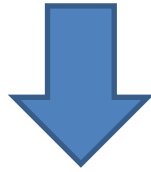
**The benefits of being mentored are enormous. Mentors can:**

- **Give you an insight into what it's like in a particular job/ industry** that you wouldn't get anywhere else – useful if you are making career choices and applying for jobs
- **Provide advice about how to “get in”** – for any career it is vital that you know what employers are looking for so you can build the right skills, knowledge and experience
- **Be based anywhere in the UK or abroad** -The online nature of the scheme means that location is not an issue. If you are considering working internationally, undertaking an international placement, or travelling abroad, you may particularly benefit from matching with a mentor from a chosen country.
- **Introduce you to others in their field** – getting work in some fields tends to be through who people know rather than formally applying for advertised jobs. Having a mentor working in the field you want to enter can unlock doors and help you build useful contacts
- **Some offer work shadowing and work experience opportunities** – work experience is a necessity to get into professional level careers, but it can be hard to secure
- **Help you craft industry specific CVs and prepare for interviews** – mentors know first-hand what employers in their area look for
- **Share their experiences** – everyone faces barriers of some sort when establishing their career. Hearing how your mentor overcame theirs can help you tackle your own.

Having a mentor is a fantastic way to progress your career. Everyone needs a mentor!

# How to apply to become a Mentee

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



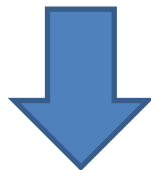
All applications are checked and verified by the University.

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



Log into your new mentee 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 Mentee

## 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.
- 

# 3

### Choose your mentor

Use the platform to search for a mentor who is right for you. You may want to choose a mentor based on the job they do, the industry they are in, where they are located (we have mentors all around the world as well as ones based locally), the support they have indicated they can offer, or the individual work and life experiences they've written about in their profile.

Before you approach any mentors via the scheme, make sure to look closely into the profile of the other user. There is a lot of useful information about mentors on their profiles, and the more you know the more meaningful the interaction will be.

You can choose more than 1 mentor, however we recommend starting with 1 and possibly choosing more as you get used to the mentoring process.

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# 4

### Send your chosen mentor a mentoring request

Once you have chosen your mentor, look at their profile and click "send mentoring request". This opens a text box where you will be prompted to say a little bit about yourself and what you want to get from mentoring. Fill this in as fully as you can so the mentor can get a sense of the support you'd like and decide whether they think they can help you.

Add a reminder on your calendar or phone to login back into your mentoring account over the next few days. You need to give your potential mentor time to see your request and respond to it.

# Getting Started as a Mentee

## Top Tips

# 5

## The Mentoring Relationship

### Initial interactions

Once your chosen mentor has accepted your request, you need to be in touch with your mentor to arrange how and when your first meeting will happen. If your mentor hasn't already, contact them to suggest a days and times for your first meeting. Also let them know how you would like the mentoring to happen, e.g. through the online mentoring system, via email, video conferencing, text, phone or in person. As you make initial contact with your mentor ensure that you thank them for agreeing to be your mentor.

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

### Preparing for 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).
- Consider what you want to get out of mentoring and what your career goals are.
- Prepare questions you wish to ask the mentor. Your questions will depend on what you want their help for.
- Do some background research around the topic that you'd like help with so you can ask informed questions and make the most of your mentor's insight.

### First meeting

- Be on time.
- Introduce yourself, describe what course you studied, your career ideas and the situation or barriers that you'd like help with.
- Ask lots of questions. The first meeting is a great way to start building rapport and getting to know your mentor.
- Possibly go over the mentoring agreement included later in this pack. 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.

### 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 mentor 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.

# Getting Started as a Mentor

## Top Tips

# 6

### Contact Us

We are a small team from the Careers Centre and Alumni & Development Office who are passionate about mentoring and providing opportunities for current students and recent graduates to meet alumni of the university who want to share their knowledge and experience.

You can contact 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 to reflect on your experience and allow us to continually improve the service.

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# 8

### Be a mentor yourself

We really hope that you have a great experience of being mentored and that it helps you develop your career.

Once you are further along in your career and in a position to mentor current students and recent graduates please do sign up to the scheme as a mentor!

***“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 signed by both on the second or third meeting. Please note this agreement does not need to be submitted to the Alumni 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,
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Contact details	
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Mentee Preferred method (circle preferred option, it can be more than one)	Email, phone call, text message,
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Contact details	
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***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 ( <i>choose preferred option below</i> )
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In person	Monthly
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Phone or virtually (Skype, Zoom etc.)	Every 6 weeks
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Both	Bi-monthly
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### Expected initial duration of the mentoring relationship

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-	

### 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 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 inform the [mentoring@wlv.ac.uk](mailto:mentoring@wlv.ac.uk).

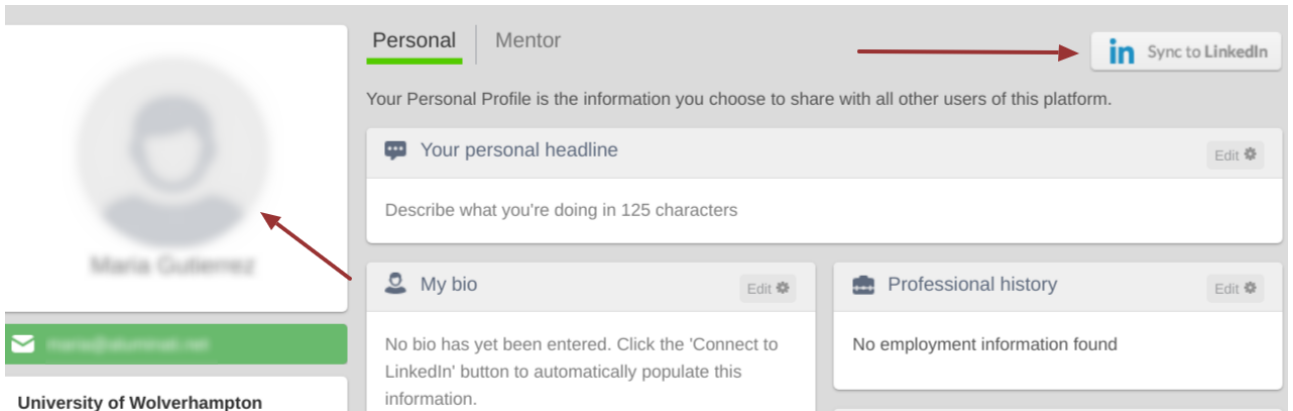
Mentor Name, type and Date .....

Mentee Name, type and Date .....

# How to use the platform

## #1 - PROFILE BASICS

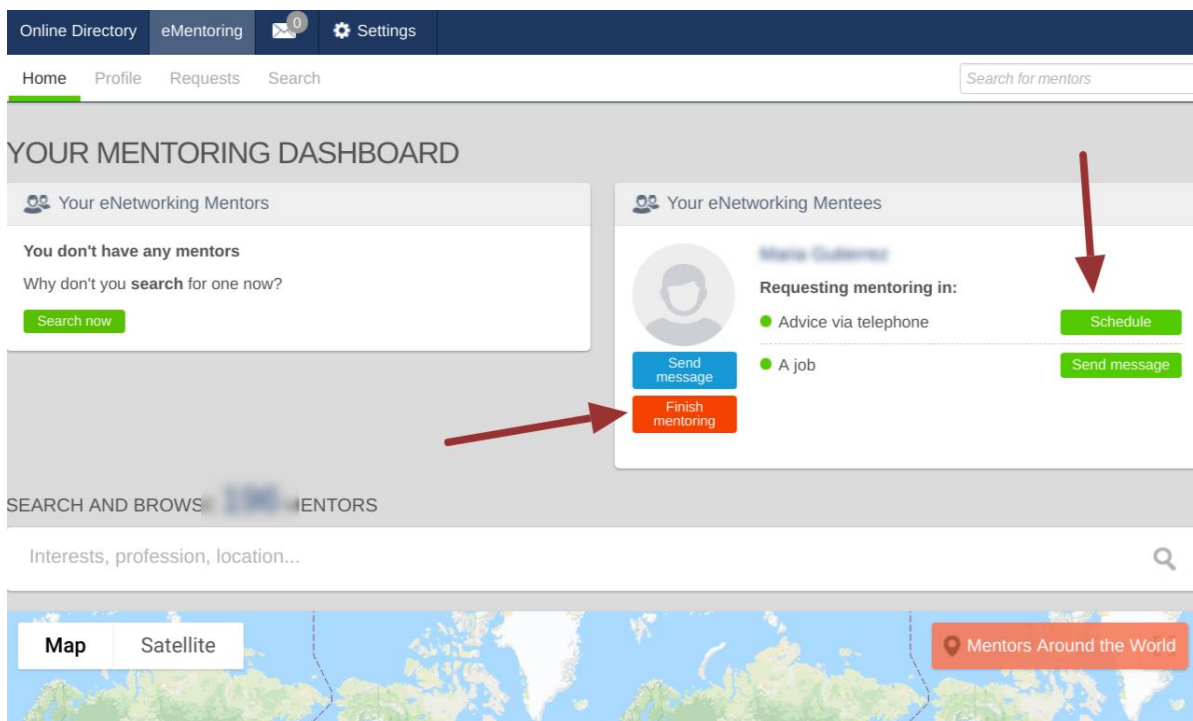
Make sure your profile is as complete as possible. For a very quick process, choose the Sync To LinkedIn option. Also, quickly edit your profile picture as shown below.



The screenshot shows a user profile page for 'Maria Gutierrez' at the 'University of Wolverhampton'. The profile is divided into 'Personal' and 'Mentor' tabs. 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, there is a green button with a white envelope icon. The 'Personal' tab is active, showing a section for 'Your personal headline' with a text input field and an 'Edit' button. Below this is a section for 'My bio' with a text input field and an 'Edit' button. To the right, there is a section for 'Professional history' with a text input field and an 'Edit' button. The text 'No bio has yet been entered. Click the 'Connect to LinkedIn' button to automatically populate this information.' is visible below the 'My bio' section. The text 'No employment information found' is visible below the 'Professional history' section.

## #2 - 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.



The screenshot shows the 'eMentoring' dashboard. The top navigation bar includes 'Online Directory', 'eMentoring', 'Settings', and a notification icon. Below the navigation bar, there are tabs for 'Home', 'Profile', 'Requests', and 'Search'. A search bar for 'Search for mentors' is located on the right. The main content area is titled 'YOUR MENTORING DASHBOARD' and is divided into two sections: 'Your eNetworking Mentors' and 'Your eNetworking Mentees'. The 'Your eNetworking Mentors' section shows 'You don't have any mentors' and a 'Search now' button. The 'Your eNetworking Mentees' section shows a list of mentees, with one entry for 'Maria Gutierrez'. This entry has a profile picture placeholder and a 'Requesting mentoring in:' section with two options: 'Advice via telephone' and 'A job'. There are three buttons associated with this entry: 'Send message' (blue), 'Finish mentoring' (orange), and 'Schedule' (green). A red arrow points to the 'Finish mentoring' button, and another red arrow points to the 'Schedule' button. Below the dashboard, there is a section for 'SEARCH AND BROWSE MENTORS' with a search bar and a magnifying glass icon. At the bottom, there is a map section with 'Map' and 'Satellite' buttons, 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**

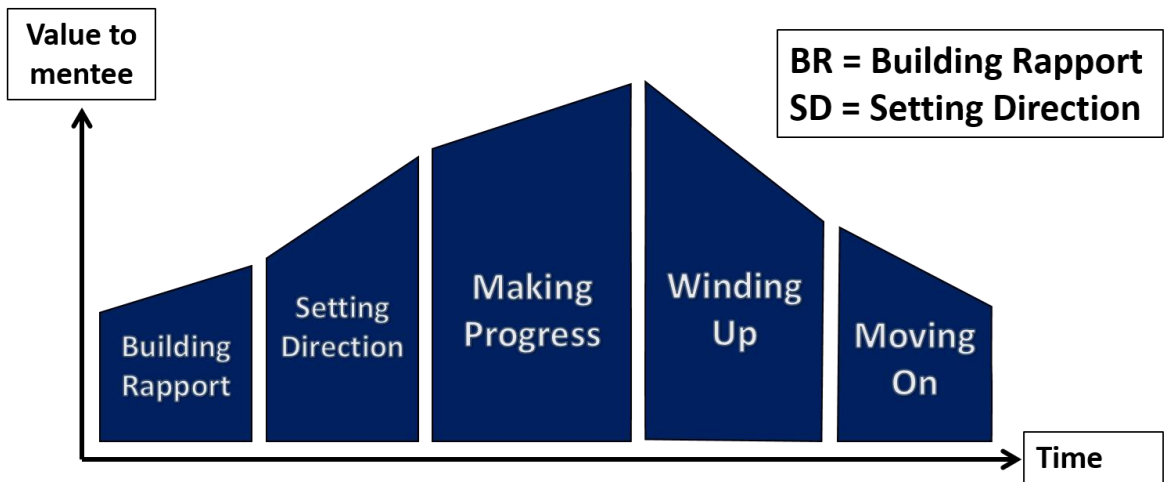


The Coach is: **Directive & Challenging**

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

## **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 mentor 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 MENTOR 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. Our email is [mentoring@wlv.ac.uk](mailto:mentoring@wlv.ac.uk).

## **ARE THERE ANY COSTS ASSOCIATED WITH THE USE OF THE WLV Mentoring Scheme?**

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 MENTOR, OR A PROBLEM WITH THE PLATFORM?**

Please always let the Mentoring Team know so we can advise on 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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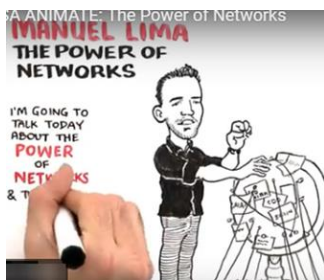
## A life lesson from a volunteer firefighter

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)