

What is eMentoring?

Our eMentoring programme aims to provide Sheffield students with valuable insights into their employment options by linking them up with a professional working in an area of interest to them. Mentors are predominantly University of Sheffield alumni who give their mentees practical information about careers and occupational choices, advice and guidance to help them prepare for work and be successful in securing roles, as well as share the benefits of their experience.

Becoming a mentor is also a great way to further develop your own personal and professional skills and it provides an opportunity for you to look at your own job with fresh eyes. There are also added benefits to your organisation including profile raising and the potential to create a talent pipeline for the future.

How the scheme works

We operate two schemes per academic year in autumn (October– December) and spring (February– May). You may take part just the once, or as many times as you like, depending on your availability.

A profile will be created from your application which will be made visible to approved students on the scheme. You will be able to login to the system, view your mentor profile, and update your details (including availability) at any time. Once your details are on the system you can opt in or out at the start of the autumn and spring schemes, depending on your availability. Communication is primarily via email and /or Skype. If you are able to meet with your mentee face- to- face that is great, but we realise this is not always practical and it is not a requirement.

What's expected of me as a mentor?

You will need to be available for 8-10 weeks (depending how soon you are matched). We know you are busy, so you can be flexible but, as a guide, we expect one exchange per week during this period with your mentee. We ask both mentors and mentees to respond to emails within 5 working days.

At the end of the scheme your formal mentoring relationship comes to a close. You may choose to stay in touch with your mentee, but there is no obligation to do so.

You may be able to help your mentee be better informed about:

- What your job involves, the skills required and the challenges of the role
- Technical or professional topics that may help the student relate their studies to the world of work
- How to gain and present relevant experience most likely to impress a potential employer
- The recruitment process including support with CVs, applications and interview tips
- How to develop confidence in their networking skills. You are not expected to make decisions for them, nor write applications or have any input into their academic work.

What can I expect of a mentee?

All mentees attend an induction session and are supported to:

- Prepare and have clear objectives of what they want to achieve by taking part in the scheme
- Take responsibility for initiating contact, scheduling communication, following up on actions and responding in a timely manner to their mentor's communication (within 5 working days)
- Respect and understand their mentor's time and the boundaries of the role

What can I expect of the Careers Service?

The Careers Service will support your partnership and provide helpful resources to complement your mentoring and ensure you both find it a rewarding and beneficial experience. If you encounter any problems or have any questions at any time the scheme co-ordinator will try to resolve any matters arising.

How will I be matched to a mentee?

You will be matched to a current student based on the occupational area of interest to the student, so they may or may not have studied the same course as you.

The details you provide on your application form the basis of a profile that approved mentees can then view on our secure database. Students search mentor profiles and identify potential mentor choices most closely matching their requirements, so please give as much detail as you can when completing the application form. Your contact details (i.e. name, job role and email address) will only be passed to your mentee once we find a suitable match. It is their responsibility to contact you within 5 working days of receiving your details. We'll also send you their details so that you can look out for that first email.

Every effort will be made to match you to a suitable mentee, but participation does depend upon a suitable mentee being available. If we are not able to match you for one semester, we will endeavour to find a match for the following semester's scheme.

Once your application is approved, you will be sent a comprehensive guide.

If you have any queries or wish to discuss becoming a mentor further, please contact Dawn Allcock on 0114 222 0935 or email careermentoring@sheffield.ac.uk