



Information for mentees

The eMentoring scheme aims to provide you with valuable insights into your employment options by linking you up with a professional working in an area of interest to you. A mentor (possibly someone who graduated from your course) can give you practical information, advice and guidance, as well as share the benefits of their experience. You may want to know about the typical activities of a particular role, about job search and strategies that will improve your chances of success in the graduate job market, or steps that will help you make the transition from student to graduate trainee.

How the scheme works

We operate two schemes per academic year in Autumn (October– December) and Spring (February-May).

Communication is primarily via email and /or Skype. Your mentor may be able to meet with you face- to-face, but this not always practical and it is not a requirement.

As a guideline, we suggest your mentoring will require approximately 10 hours of commitment. This includes time spent preparing for, and follow up on, mentoring activity as well as direct contact time. Typically mentors and mentees will have (on average) one exchange per week for 7-10 weeks. The partnership has to be realistic and sustainable for you both and will have to reflect your respective work or study commitments.

At the end of the scheme your formal mentoring partnership is brought to a close. Subject to places being available, you may choose to continue as a mentee on the next semester's scheme and select another mentor.

What can I expect of a mentor?

Your mentor is there to provide support and encouragement, advice and guidance, information and industry insights. They can also be a 'critical friend' and an objective sounding board as you develop your career plans. Obviously they cannot make decisions for you, write your applications or input into your academic work.

They may be able to:

- Talk to you about their job, their career to date or their organisation,
- Discuss technical or professional topics that may help you see the application of your studies in the work place
- Share their own job search experiences with you and give you an idea of what to expect so you can prepare and organise an effective job search strategy
- Review or give feedback on your applications and CVs and give you some interview tips or even possibly a mock interview
- Answer your questions on other topics that are important to you

What's expected of me as a mentee?

All mentees are required to attend an induction session where you are supported to:

- Prepare and have clear objectives of what you 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 your mentors communication (within 5 working days)
- Respect and understand your mentor's time and the boundaries of the role.

At the end of the programme, you will also be asked to complete a brief evaluation report about your experience. Your mentoring can contribute towards the HEAR Award.

What can I expect of the Careers Service?

The careers service will support your partnership and will provide helpful resources to complement your mentoring and ensure you both find it a rewarding and beneficial experience.

How will I be matched to a mentor?

You will be able to search mentor profiles and select potential mentor choices most closely matching your requirements. Where possible, you will be matched to someone based upon your preferences, though participation depends upon a suitable mentor being available.

Once matched, you will receive an email with your mentor's contact information. You need to make contact with your mentor within one week of receiving their details..

How do I apply?

Complete the on line application form available from the Careers Service website at <http://www.sheffield.ac.uk/careers/explore/ementoring>

What happens next?

Your application will be pre-approved and you will be asked to select a date to attend an induction session. Once you have attended the induction your application will be fully approved and you will be able to view mentor profiles and select your mentor preferences.

NOTE: Please be aware that matching is ongoing, therefore you will have a wider choice of available mentors if you attend one of the earlier inductions.

Contact Details

For all queries relating to the eMentoring scheme, please email us at: careermentoring@sheffield.ac.uk

