Career Mentor Scheme
Mentor Briefing session

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www.careers.qut.edu.au/employer/mentor/
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What is the Career Mentor Scheme?

- Facilitates a match between a student and an industry professional.
- One-on-one relationship to support students transition from QUT to the workforce.
- Opportunity for you to share your knowledge and experience with students entering your industry.
- Help nurture and develop a future member of your profession.
- **What do you wish you had known at the beginning of your career?!**
Scheme history and scope

• Initiative of the Alumni Board as a way to engage past students with current students and reconnect with QUT.

• Mentors come from many different backgrounds, Alumni and non Alumni... all are welcome!

• Has grown to cover approximately 50 different disciplines across all Faculties and courses.

• In 2013 we matched over 700 students with a mentor.

• The Scheme celebrated 20 years in 2012.

• We always need more mentors! Spread the word.
Who are the students?

- Domestic and international students.
- Mainly final year, penultimate and postgraduate students.
- Have to have completed 96 credit points of an undergraduate degree. Or be studying a postgraduate qualification.
- Have to have an undergraduate GPA of at least 4.0.
- Motivated students looking to connect with industry and give themselves a point of difference.
- NOTE: They are all keen at the beginning of the year!
How are you matched?

- Based on the information you provide about your professional interests and experience.
- We then match you with a student with similar professional interests and career goals.
- No 100% matches but we look for students interested in working in similar areas in which you work or have worked.
- Use your networks to fill in the gaps!
- You are welcome to update your profile at any time via email mentor@qut.edu.au.
What happens now?

• Matching commences on Monday 17 March after the student briefing sessions. (Week 4).

• You will receive an email notifying you that you have been matched. This will include information from your student’s profile and their contact details.

• Students are required to contact you ASAP to set up an initial meeting.

• You are welcome to contact them at any time.

• Launch functions at the beginning of April

• Ideally should not be the first meeting
FAQs

• Should I contact the student first?
• What do I get out of the Scheme?
• What do I get out of the Scheme's scope?
• What activities should I do with the student?
• How much time should mentoring take?
• What do students expect?
• What happens if there are problems?
• Do I have to provide work experience?
• What about insurance?
What do I do with my student?

- Page 5 of your booklet
- Coffee and informal chat
- Tell your own story
- Career path prospects
- Resume, selection criteria, applications
- Interview skills
- Assignment/ project advice
- Attending meetings and networking functions
- Work experience/work shadowing**

** Mentor is not expected to provide work experience
How much time?

- Official answer is, on average, approximately one hour per fortnight.
- This may vary during busy times.
- Can be face-to-face meetings, emails, Skype, telephone calls.
- Each pair will determine their own mentoring schedule that works for them.
- Factor in individual availability of mentor and mentee.
- Should be discussed at the beginning of the process.
- Can use mentoring agreement to set up relationship.
- Each mentor should ensure that adequate time is allocated to their student.
Mentoring Agreement

- **Page 7 and 8** of the handout
- A written agreement used as a tool to formalise the mentoring relationship.
- Not binding but helps clarify things for both parties.
- Not a static documents.
- Not a requirement and some pairs will want to work more informally.
- Recommended that you set framework.
- Electronic version of the agreement available on Resources link of the Career Mentor Scheme website.
What do students expect?

Students want a mentor to:

• Be available, in contact, commit the agreed amount of time to the mentoring process and respond to emails/calls.
• Be approachable, positive, accessible, supporting, encouraging, open, honest.
• Have a genuine interest in assisting students.
• Know what they are willing to offer to students as part of the mentoring relationship.
• Listen and offer constructive criticism and advice.
• Discuss everything – students often don’t know the questions to ask, real life explanations/advice.
• Assist with career path discussions, career guidance, networking advice, job applications.
• Provide workplace visits, work experience, employment, or a reference.
Skills students want to develop

• Communication
• Teamwork
• Problem Solving / Critical Thinking
• Life Management / Life-long Learning
• Technical / Professional / Research
• Managing / Organising
• Social / Ethical Responsibility
• Leadership
• Creativity / Design
• Initiative / Enterprise
Potential issues – a student’s perspective

- Finding time in their own schedule to contact their mentor.
- Mentor busy or frequently cancelling or rescheduling meetings.
- Mentor not responding to their contact.
- Different fields of interest within discipline area.
- Mentor not being friendly or encouraging.
- Personality differences.
- Location – geographically separated (p.9)
What happens when things go wrong?

- Potential Difficulties
  - Contact…first and ongoing
  - Expectations
  - Time commitments
  - Personality Clashes

- Express expectations and time commitments up front
  - mentoring agreement may help (p.4)

- Career Mentor Scheme Coordinator can assist

- Refer to p.6 for examples
How to get the most out of the Scheme

• Mentors
  – Be accessible and willing to share
  – Sharing information &/or offering advice
  – Provide opportunities

• Mentees
  – Have a goal
  – Be open to feedback
  – Think for themselves and prepare for meetings
Insurance

- Work experience is not a mandatory criteria for the Scheme.
- Mentors are welcome to offer or arrange work experience for students if possible and appropriate.
- Covered by four types of insurance:
  - Public Liability
  - Professional Indemnity
  - Medical Malpractice
  - Personal Accident
- Covers site/ office visits and unpaid work experience your place of work, or at a work setting you have organised.
- Contact the Coordinator and/or refer to the Career Mentor Website for further information.
Contact the Coordinator if...

• Your student has not been in contact in a reasonable time or if contact drops off.
• You feel that your student is not actively participating in the mentoring relationship.
• The answer to your question is not in the handout or on the website.
• You need to discuss any problems, issues, concerns or success stories.
Networking Functions!

- Three networking functions provided per year
  - Launch Functions
    - Tuesday 9 April (Kelvin Grove)
    - Wednesday 10 April (Gardens Point)
  - Mid Year Function
    - Tuesday 23 July
  - End of Year Function and Awards Night
    - Wednesday 30 October
Any questions?

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