

## UCL CAREERS MENTEE / MENTOR GUIDELINES

This leaflet is intended to provide general guidance to both mentors and mentees taking part within any mentoring scheme with UCL students. Specific mentoring schemes may have additional tailored guidelines.

### What is mentoring?

Mentoring is an effective method of helping inexperienced individuals develop and learn about a profession. The keys to establishing a successful mentoring relationship include:

- Creating a relationship of trust;
- Clearly defining roles and responsibilities;
- Establishing short- and long-term goals;
- Using open and supportive communication; and,
- Collaboratively solving problems.

## Mentee Guidance

### Role of a mentee

The role of a mentee is to take the lead in any mentoring initiative as they are responsible for their own success and the journey mentoring will take.

### Mentee Responsibilities

- Takes the lead in developing a 'mentoring plan', to include setting achievable and realistic short- and long-term educational/career goals, activities, timescales and agreeing intervals at which progress is monitored; agreeing times/frequency of meetings/exchanges; agree what topics are outside the scope of the mentoring scheme;
- Takes the lead in keeping in touch with the mentor;
- Openly shares successes and failures and is open to building on strengths and addressing weaknesses;
- Regularly reviews mentoring relationship and raises any concerns;
- Maintains confidentiality at all times;
- Listens carefully and openly;
- Is open to feedback and invites it if it isn't forthcoming; and,
- Maintains professionalism: e.g. is on time for meetings/appointments; provides as much notice as possible if you cannot attend.

### Benefits to a Mentee

- You are more aware of workplace/sector routines, policies and expectations ultimately helping future recruitment;
- You want to advance your career prospects and mentoring can help you develop your full potential in real-world scenarios;
- Mentoring boosts networking opportunities;
- By being asked how you can grow through the experience you gain greater knowledge and direction of your future career direction; and,
- You get to learn from a more experienced mentor.

# Mentor Guidance

## Role of a mentor

A mentor is an individual, usually older, always more experienced, who acts as a guide or advisor to help guide another individual's development. A mentor can help a person (mentee) improve their abilities and skills through discussion, observation, assessment, modelling, and by providing guidance.

## Mentor Responsibilities

- As part of developing the 'mentoring plan' with the mentee, informs the mentee how they can help; helps mentee set achievable and realistic short- and long-term educational/career goals, activities, timescales and agreeing intervals at which progress is monitored; agreeing times/frequency of meetings/exchanges; agree what topics are outside the scope of the mentoring scheme;
- Shares information about their background, skills and interests;
- Maintains confidentiality at all times;
- Listens carefully and openly;
- Serves as a positive role model;
- Provides encouragement for building self-confidence and self-esteem;
- Offers mentee constructive and meaningful advice and feedback;
- Celebrates milestones and achievements with mentee;
- Acts as a resource for information about careers; and,
- Educates mentee on workplace expectations.

## Benefits to a Mentor

- You sometimes need to teach, motivate and offer feedback. These are all great leadership skills;
- You will further sharpen your skills in active and involved listening as well as strategic communication;
- You can pass on information and workplace expectations that might help a mentee succeed;
- Mentoring is not only an opportunity to give back but also a way to feel self-worth as you see how your own skills and knowledge can be helpful to others.

## Suggested Mentee/Mentor Code of Conduct

- Once paired with a mentor, the mentee understands that they will be expected to make first contact with the mentor;
- You both understand that you will agree clear objectives, led by the mentee;
- You both understand that you will reply to emails within a reasonable period;
- You both agree that any information shared will be kept absolutely confidential;
- You both understand how long the mentoring will last and that you account for the time commitment;
- You both agree to the expectation and frequency of meetings in advance; and,
- You both agree to submit feedback at the end of the mentoring.

## Example Mentee Reflective Journal Log

The following page is an example Mentee Reflective Journal Log. To be completed by the Mentee, and agreed with the Mentor, it acts as reminder of any meetings/actions. It also encourages reflection and aids with the development of the mentee/mentor relationship.

## **Mentee Reflective Journal Log**

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|---------------------|
| <b>Mentor Name:</b> |
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|                             |
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| <b>Mentor Organisation:</b> |
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| <b>Meeting Date:</b> |
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| Topics Discussed - |
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| Reflections (Consider how what you discussed relates to you) |
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| <b>Action Items/Follow-up:</b> |
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| Mentee – |
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| Mentor – |
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| Possible Topics for Next Meeting - |
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| <b>Next Meeting:</b> |
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| Date / time / location? |
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| Who will set and send agenda? |
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| Preparation – what do I need to bring or do in advance? |
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