

Employer Mentoring Programme

Student mentee guidance



UHI

Introduction

This guide sets out the benefits of taking part in the Employer Mentoring Programme, providing you with details about what to expect, and the resources available to you in objective setting.

In partnership with prominent local and national businesses, the Employer Mentoring Programme has been designed to give you the opportunity to liaise with a dedicated mentor on several topics – increasing your sector knowledge and understanding, career aspirations, future employability prospects, and developments or trends in your selected area of interest. You may even want to discuss their own career path and experiences, and how they got to where they are today, as well as identify any work experience or job opportunities they may be able to help you with.

Your assigned mentor is a professional from a partner organisation and has volunteered to take part in this programme. They are passionate about providing you with insights into life in their sector and helping to prepare you for your next steps into the working world or in your educational progression.

Participating in this exciting programme will boost your CV and confidence, and develop [your Graduate Attributes](#), resulting in a broad range of positive benefits for you now and into the future!

Applications

The programme is open to students from any campus who are in their 3rd or 4th year of study and enrolled in any degree level courses. To apply, simply complete your application form and submit it by the deadline, using the contact details provided.

Then what happens?

Applications will be reviewed, and if successful:

- You will be matched with one of our mentors depending on your areas of interest and will have to sign a Confidentiality Agreement available [for download on the webpage](#).
- Prior to being introduced to your mentor, you will view a short pre-recorded information/training session delivered by the Careers and Employability Team which takes place shortly before the start of the programme. This will help you think about your aspirations, and afterwards you will be asked to set objectives – these are the things you'd like to achieve by the end of the programme. This is an important part of the mentoring process.

The objectives template is available [for download on the webpage](#).

- You will then be provided with your mentor's contact details so that you can get in touch with them to set up your first meeting/discussion. At that point, you should share your objectives with them. They will be able to help gauge whether your objectives can be reasonably achieved during the programme.

You will then embark on a programme of relationship/knowledge building with your assigned mentor!

Support and Preparation

You may benefit from the support services offered by our Careers and Employability Team, to ensure you are well-prepared and supported to achieve the maximum possible impact from this programme. This support can include:

- Help with completing your application form
- Deciding what goals/ambitions should be in your objectives document
- Figuring out how you can make the most of this opportunity, e.g., what to speak to your mentor about
- What the benefits of mentoring are, both personally and professionally

Contact careers@uhi.ac.uk or schedule an appointment via the Handshake platform to take full advantage of this opportunity!

How can mentoring help me?

Throughout the programme, you will get the opportunity to:

- Access advice from your mentor on how to make the transition to your first or next job
- Gain a better understanding of the job market, how to find/apply for jobs, and how to develop your network
- Access your mentor's knowledge and understanding of the sector
- Find out how to gain work experience that will stand you in good stead moving forward
- Enhance your existing skills and develop new ones, with positive benefits for you now and in the future
- Increase your confidence, resilience, and self-esteem – giving you a sense of personal development
- Explore your challenges and successes so far (helping reflect on your personal journey and how you might want to progress in the future)

Access to resources

The [webpage](#) provides more information and contains key documents such as:

- Timeline
- Guidance Pack
- Objectives Template
- Information presentation

Communication with your mentor

The programme runs from October to April. All communications and meetings can take place via phone, email, video call and/or face to face. This flexibility allows students from across the UHI partnership to take part and build critical skills in communicating and networking via different means.

Discussions with your mentor are to be held **at least once a month** for the duration of the programme. It is expected that communication will be more frequent than this however, and we expect/encourage ongoing discussion to ensure you get the most out of the experience.

Meeting your mentor for the first time

Your first meeting or discussion is an opportunity to get to know each other, and better define how your mentor can support you depending on your interests, career ambitions and development goals. It is also the time to set some parameters for your relationship, and it is often useful to discuss:

- What will make the relationship satisfying and useful for both of you?
- What expectations you have of the programme and of each other and what are the ground rules?
- What are your priorities?
- Do you want to set an agenda for meetings or keep it informal?
- How you want to meet (i.e., phone, Skype, email.....)

Professional behaviour

It is important to remember that you are accountable to your mentor and should work to do everything that you and your mentor have agreed to do, within the agreed time frame. If you have any problems at any point or you do not wish to undertake a suggested activity, then be honest with your mentor.

Please ensure you respond to all emails and other contact from your mentor in a timely manner, answering questions as appropriate and keeping a professional tone. Remember that some data may be sensitive and/or confidential.

By participating in the programme, you are an ambassador of the University, so please remember you are expected to act in a polite, professional, and proactive manner at all times, with anyone you meet through the programme.

What do we talk about?

Based on the objectives you have set, there is a range of personal development and employability topics you might want to discuss with your mentor. These are not prescribed, and will be agreed between you and your mentor, but some suggestions (falling under the broad topic areas of moving into graduate employment, personal development, commercial awareness and leadership and management) are:

<p><u>Moving into graduate employment</u></p> <p>Advice on recruitment resources in your mentor's sector (e.g. websites, printed materials, recruitment events)</p> <p>Signposting of the best places to search for internships and work experience.</p> <p>Coaching from your mentor through a mock application.</p> <p>Coaching from your mentor through a mock interview.</p>	<p><u>Personal Development</u></p> <p>Advice on the skills needed to build relationships and networks.</p> <p>Advice on further education or professional courses, which might support professional development.</p> <p>Insight into your mentor's organisation's approach to annual development and personnel reviews.</p> <p>Guidance on attributes valued by the sector and how to articulate them.</p>
<p><u>Commercial and Sector Awareness</u></p> <p>Sector challenges and opportunities</p> <p>Service provision and/or markets</p> <p>Operating in a global environment</p> <p>Future innovations</p> <p>Corporate social responsibility and business ethics</p> <p>The 'new normal' amidst the Covid-19 pandemic</p>	<p><u>Leadership & Management</u></p> <p>Qualities, attributes, values</p> <p>Motivating individuals and teams</p> <p>Recognising achievement</p> <p>Challenging underlying beliefs</p> <p>Paradigms and assumptions</p> <p>Empowerment and supporting innovation</p> <p>Dealing with the unknown</p> <p>Making difficult decisions</p>

Concluding session

At the end of the programme, students who have taken part in the programme will be attending a concluding session hosted online, at which point they will be awarded their certificate.

The session will involve some reflection on both mentor and mentee experiences, and helpful information presentations from some of the organisations supporting the programme or providing mentors, and the Careers & Employability Team.

Completing the programme

Your mentor will have committed much time and effort into helping you and it is very important that you thank them for their help and ensure that you positively end the relationship.

You are expected to lead on ending the partnership in a professional manner.

Feedback and evaluation

At key points during the programme a member of staff from the Careers and Employability Team will get in touch to ensure that you are happy with how things are progressing. You can also contact us at any point during the programme.

When the programme finishes, you will be given an evaluation form. This will give us some feedback as to whether you enjoyed your experience, whether you felt you met the objectives you set out to achieve, and if there's any areas of improvement you can suggest which might inform the way we deliver the programme in the future.

Standard forms

There are only 4 standard forms you will be expected to complete as part of this process. These include:

- Application Form (to apply to take part in the programme)
- Confidentiality Agreement
- Objectives (to outline what you want to achieve during the programme)
- Mentee Evaluation Form (for completion after the programme, to provide us with some feedback)

Contact and queries

Should you have any questions, issues or queries out with 'check in' points, or would like to discuss anything outlined in this document in more detail, please contact the programme team: employer.mentoring@uhi.ac.uk

[View Mentee/student privacy statement](#)