Career Link Express 2012

“This program (Career Link Express Mentoring Program) was invaluable to me and please do not miss this wonderful opportunity. It is extremely useful to hear what professionals working in your sector have to say. In addition, you can ask your mentor to be your referee, which will be an advantage for job applications.” Chris Li, Bachelor of Science in Environmental Science (Honours), Environmental Scientist, Australian Water Environments.

Undergraduate and postgraduate students, from all discipline areas, volunteer to participate as Mentees who are then matched to a Workplace Mentor. Participating Workplace Mentors represent all areas of industry. Through 4 meetings, in a 6-month period, Mentees have a valuable opportunity to gain career advice, support and insights from their Workplace Mentor. Mentees also gain skills in presenting themselves professionally in different environments.

What might you discuss with your Mentor?

The discussions between Mentees and Mentors in this program can range across:

- Exploration of career fields relevant to the degree
- Clarification of career goals and plans
- Understanding work environments and Role requirements
- Employment trends
- Gaining advice on strategies to enter the career field
- A ‘day in the life’ perspective of the Mentor’s role
- Strategies for job search, resumes and interviews in the target sector.

Past Mentees

Since 2005 undergraduate and postgraduate students from all areas of the University have taken advantage of this valuable opportunity – Arts, Law, Information Technology, Science, Psychology, Creative Arts, Justice/Legal Studies, Environment and Business, to name a few.

Our Mentors

Participating Workplace Mentors come from multinational business/consulting firms, international development, state/local/federal government, community sector, hospitals, education, private sector, scientific community, banking and more.

Experiences and opportunities enjoyed by the Flinders Mentees.

“I am very fortunate to have such an enthusiastic mentor.”

- Meeting over coffee, or having a lunch time meeting
- Workplace tours, shadowing and work experience e.g. client work, case meetings, field work, court attendances and so on*
- 2-3 weeks paid work experience*
- Gaining the Mentor’s tips and hints for the CV
- Experiencing a mock interview with the Mentor
- Meeting the Mentor’s colleagues and finding out about their respective roles and responsibilities
- Meeting people in the Mentor’s network from other organisations
- Attending professional association meetings/events with the Mentor
- Discussion regarding course topics.

* NOTE: In some instances, Mentors undertake voluntarily to provide these opportunities, which are in addition to the basic program requirement of 4 meetings.

“My mentor is really nice and has been very approachable.”
What does being a Mentee in the Career Link Express Program involve?

The following events and meetings are compulsory requirements of Mentees in this program.

1. Attendance at the Career Link Express Information Session 4pm-5pm, Tuesday 13th MARCH 2012 in the Noel Stockdale Room, Central Library. This session will set out program expectations and requirements, as well how to complete the program application form. APPLICATIONS CLOSE ON FRIDAY 23rd MARCH.

2. Attendance at the Mentee Preparation Program: 3:40pm-6pm, Wednesday 11th APRIL 2012 in the Noel Stockdale Room, Central Library. Training in the skills you will need as a Workplace Mentee.

3. Attendance at the Program Launch: 5pm – 8pm Tuesday 22nd MAY 2012 – venue to be advised.

4. It is the responsibility of the Mentee TO MAINTAIN CONTACT WITH THEIR MENTOR AND TO ARRANGE THE 4 MEETINGS (the 4 meetings include the Program Launch).

5. It is the responsibility of the Mentee to respond in a timely manner (see Timeline below) to any form of contact from the Program Coordinators.

Program Timeline: Mentees

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>13/3/12</td>
<td>Career Link Express Information Session</td>
</tr>
<tr>
<td>11/4/12</td>
<td>Mentee Preparation Program</td>
</tr>
<tr>
<td>22/5/12</td>
<td>Career Link Express 2012 Program Launch</td>
</tr>
<tr>
<td>By 1/6/12</td>
<td>Mentee’s’ first contact with Mentor (post Launch)</td>
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<tr>
<td>8/6/12</td>
<td>The Careers &amp; Employer Liaison Centre Program Coordinators will email Mentees (and Mentors) for feedback on the first post-launch meeting.</td>
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<tr>
<td>By 15/6/12</td>
<td>Mentees provide brief comments on their first post-launch meeting with their Mentor to the Program Coordinators.</td>
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<tr>
<td>24/7/12</td>
<td>The Careers &amp; Employer Liaison Centre Program Coordinators will email Mentees to request their Mid Program Progress Report (including Reflection Task).</td>
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<tr>
<td>By 3/8/12</td>
<td>Mid Program Progress Report (including Reflection Task) to be submitted to the Program Coordinators by Mentees.</td>
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<tr>
<td>23/11/12</td>
<td>The Careers &amp; Employer Liaison Centre Program Coordinators will email Mentees to request their Final Program Evaluation (including Reflection Task).</td>
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<tr>
<td>By 30/11/12</td>
<td>Mentees to submit the Final Program Evaluation (including Reflection Task) to the Program Coordinators.</td>
</tr>
<tr>
<td>30/11/12</td>
<td>Career Link Express officially ends Certificates for Mentees who have completed all program requirements will be available in 2013.</td>
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Certificates

A Certificate will be provided to participants who have completed all program requirements:

- Attendance at the Career Link Express Information Session
- Attendance at the Mentee Preparation Program
- Attendance at the Program Launch
- 4 meetings with your Mentor
- Completion of all reporting requirements: Response to Careers & Employer Liaison Centre Program Coordinators request for feedback on the first post-launch meeting (see Timeline above); Submission of a brief Mid Program Progress Report (including Reflection Task); and the final Evaluation (including Reflection Task), by the required date (see Timeline above).

"Make sure that you take advantage of all the programs that the University offers particularly the Work Ready program and the mentor scheme because these two programs enabled me to get the job that I did. Work experience is very valuable. … I was lucky and only had to attend one interview but I did do a lot of preparation for the interview with my mentor from the Mentor Scheme through Uni." Bachelor of Arts gained a position as a Human Resources Assistant.

Program Contacts

The Program Coordinators are located in the Careers & Employer Liaison Centre, which is on the Top Floor of the Student Services Building at Flinders University. If you have any queries or would like more information please contact:

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