

FLINDERS IGNITE MENTORING

Mentor Guide



The Value of Mentoring

Flinders Ignite Mentoring aims to provide students with the best possible transition from university to professional employment.

The program recognises that to be professionally successful students benefit from professional skills development alongside their academic studies. Through support from a mentor students can gain valuable insights into the professional world and have the opportunity to explore career aspirations, self-development and enhance their professional skills.

Mentoring allows students to identify and critically evaluate the range of career options open to them by exploring their mentor's knowledge and experiences. Students can also start to build their professional identity and personal confidence.

The Mentor Guide

This guide provides information to assist you in understanding the role of mentor and for developing a productive mentoring relationship. The information is offered as a guide only, and we encourage mentors and mentees to negotiate plans to suit their individual circumstances.

Providing Advice on CV or Job Application

Whilst students have access to CV and job application support via the Flinders Careers Centre, it is valuable for them to gain the perspective of someone working within the industry. Even a few comments on how to structure an application or present a CV can provide considerable benefit and insights for a student who may have never gone through the process of applying for a professional position before.

The mentoring does not involve proof-reading or writing the documents for them, rather it is about providing feedback on where they could improve. You can provide the feedback via email, phone or in person.

The Mentoring Process

There are four key phases to any mentoring relationship, no matter what style of mentoring or how long the experience lasts. For advice on a CV or job application these phases are extremely compressed.

Below is a brief summary of the key phases. The online FAQ guide provides more detailed information.

1. Prepare

The Prepare Phase occurs prior to connecting with your mentee for the first time. During this phase you may:

- Think about what your mentoring goals are, and why you volunteered to assist a Flinders student
- Reflect on your skills in applying for jobs and update your knowledge if required
- Consider how quickly you will be able to turn around a request for assistance
- Review the student's Flinders Ignite Mentoring profile after they have contacted you

2. Form

The Form Phase is when you first connect with your mentee. It is useful to understand their greatest area of concern and what advice they are seeking, however you may prefer to get to know the student after reviewing their work.

You can use this phase to provide some information about yourself and your experience in applying for jobs or recruiting.

3. Achieve

Most of the connection will be spent in the Achieve Phase during which you can assist your mentee to address their key area/s of interest or concern. In this case the phase will involve the review of the information provided and some discussion around your feedback.

Be careful not to fall into the trap of becoming the problem-solver, editor or writer. Provide advice and feedback based on experience, and suggest ideas for improvement rather than telling them what to do. Allow an opportunity for them to ask you questions, seek clarification and make their own conclusions and decisions. Check to ensure they understand the information you are sharing and that it's assisting them achieve their mentoring goals.

4. Conclude

An effective conclusion to the mentoring experience helps avoid an awkward or abrupt ending.

To conclude the mentoring take time to review the mentoring outcomes, and if applicable what your mentee plans to do next.

If you don't want to maintain contact with the mentee it is important you make the mentee aware of this. If you are willing or interested in continuing the relationship then discuss this with your mentee, and spend time defining what the continued relationship may look like. For example you may commit to following up some information or contacts for them, or you may want to hear from them if they gain an interview or job. Whatever you decide it is important you are both clear of the arrangements.

More Information

There is a large amount of information available about how to be a mentor both on the internet and on the [Flinders Ignite Mentoring website](#).

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