



Monash Career Mentoring Program

Mentee Guide

Monash University Malaysia
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Table of Contents

[Mentee Guide](#)

[Table of Contents](#)

[Welcome and Introduction](#)

[What is Career Mentoring?](#)

[How do we match mentors and mentees?](#)

[Timeframe and commitments](#)

[What to expect from your mentoring partnership](#)

[What makes a good mentee?](#)

[Five questions to guide the student mentee](#)

[Some boundaries and ground rules](#)

[Frequently Asked Questions \(FAQ\)](#)

[What is the aim of this program?](#)

[What are the requirements to become a mentor for this program?](#)

[What are the requirements to become a student mentee for this program?](#)

[Do I have to meet up with my mentor often?](#)

[Is our relationship confidential?](#)

[I have not heard from my mentor in a while and I am concerned that the relationship is not progressing.](#)

[What if my study or life commitments change and I no longer have time for the program?](#)

[Resources and services for mentors and mentees](#)

[Monash Career Mentoring Program](#)

[Career Development](#)

[Acknowledgements](#)

Welcome and Introduction

Welcome to the Monash Career Mentoring Program (MCMP). You will be part of a group of alumni and students taking part in what will be a meaningful and exciting experience for everyone involved. This program connects Monash University alumni with final year students from the Malaysia campus for a 3 month career mentoring partnership.

The alumni participating in this program are professionals from a range of sectors who have gone on to lead successful careers after graduating from Monash. They are volunteering to share their advice, experiences, and the story of their career to assist you in your transition from university to life after graduation.

Mentors have completed a comprehensive application process and carefully selected to join the program because they would like to give back to the University and want to make a difference in students' lives by sharing their experiences with you.

Career mentoring is an extremely valuable activity for both the mentor and mentee; we hope your participation in the program proves to be an enjoyable experience for both you and the mentor.

Thank you for your participation, we look forward to working with you.

What is Career Mentoring?

Career mentoring can broadly be defined as a process in which an experienced individual helps another person develop his or her goals and skills through a series of time limited, confidential, one-on-one conversations and other learning activities. It is a voluntary and reciprocal learning relationship that offers professional and career development for the mentee, while offering opportunities for the mentor to grow through sharing their knowledge. It is typically mentee-driven which means that the topics for conversation are set by the you, the mentee.

How do we match mentors and mentees?

Final year students have been selected for the program using a comprehensive application process. They provide us with details of their course of study, career aspirations, and the reasons why they want to participate in the program. Mentees will be able to select their preferred mentors through FutureLab's e-mentoring platform.

Timeframe and commitments

The program runs for a total of 3 months, from August to October. We estimate the program will involve a commitment of about 14 hours of programmed activities, including mentoring meetings, events and evaluation. This does not include appointments or meetups outside of the program, which we also encourage.

Mentors and mentees will meet each other at the MCMP Launch and Induction event on 6th August 2019.

Item	Date	Note
MCMP Launch and Workshop 1	6th August 2019, Tuesday, 5pm - 8pm	For mentors and mentees
Development Workshop & Networking	4th September 2019, Wednesday, 5pm - 8pm	For mentors and mentees
Closing Event	8th October 2019, Tuesday, 6.30pm-8.00pm	For mentors and mentees

What to expect from your mentoring partnership

Mentors and mentees take part in the program for a variety of reasons and will have their own specific expectations of the program. We try to match mentors and mentees who have similar expectations.

What your mentor expects from you:

- Take the lead in the partnership
- Contact your mentor and maintain communications regularly
- Respond in a timely manner
- Respect and deliver on the arrangements

- Ensure that the focus of the mentoring is careers-related

What you can expect from your mentor:

- Share their knowledge, experience, and offer career advice
- Help you gain insight into potential career routes
- Help you develop career skills
- Provide support with your CV and interviewing skills
- Offer networking opportunities where possible

What makes a good mentee?

One of the key tasks a mentee needs to perform to ensure a productive relationship with a mentor is to be very clear about what you expect and need. No mentor will be able to meet all of your needs, but by explicitly articulating your expectations it will afford the mentor an opportunity to clarify which ones they can successfully meet.

It's important to remember that your mentor is a volunteer, they are offering you help with a skill set or body of knowledge that they have more experience in than you, so there also must be a healthy boundary and respect. This person is taking time out of their life to help you develop skills that they are more equipped for than you are.

To get the most out of this relationship and to respect your mentor's time, prepare a task list or set of intentions to achieve with your mentor ahead of your meetings. This way you are much more likely to stay on task and optimize the time you have together. Doing this also instills confidence and trust in the relationship with your mentor, knowing that you are committed to fulfilling your role in this partnership.

The mentor is a guide, not a miracle worker; keep that in mind. They are not a life coach, they are professionals who are invested to help you cultivate your skill and proficiency. Remember they are busy professionals, so set attainable goals for your time spent together, and try not to expect too much from them. There are levels of limitations in their skill area where they might not be as proficient as you might hope, this is okay, and in fact just human nature. Capitalize on the skills they do exceed in, and appreciate the support given.

As a mentee, you must take responsibility for your own learning. Remember that you are being led to the water, but your mentor can't force you to drink. He or she has the potential to equip you with a knowledge they possess, but only if you are willing to take responsibility and absorb all the knowledge you can. Be teachable, but also don't be afraid to ask challenging questions. Remember - they are there to help guide you to succeed.

The mentoring relationship offers you the rare opportunity of having someone committed to your progress toward goals. The mentor will help you think about ways to remove barriers and actions you can take. However, without trying some new actions, there may be little substance to the mentoring. Try new actions, assess what you learned, and use this to guide

the mentoring conversations. Don't be critical on yourself for making mistakes, remember Rome wasn't built in a day.

Just like a suit coat must be custom tailored to fit one's body; as does a mentor to suit one's needs. Make sure you are being open about the things being implemented, and your comfort level with the insight you are receiving. If your mentor is doing an exceptional job, do not hesitate to let them know, and show your gratitude. If you need a little more help with one topic, let them know; they are there for your benefit.

A mentor and mentee relationship can be a beautiful, and useful way to enhance your own ability, so loosen up a bit; step outside of your comfort zone. Be constantly aware and thinking on ways to better yourself in the relationship, and make yourself as available as possible. The mentoring experience will hopefully be one you look back on throughout your career. And, while there is serious work involved, don't forget to have fun; laugh with your mentor, be adventurous and don't take things so seriously as to get in your own way!

*These mentee tips were heavily adapted from
<http://www.insala.com/Articles/top-10-tips-for-being-a-good-mentee.asp>*

Five questions to guide the student mentee

1. **What do you really want to be and do?** This question is about aspiration and purpose. The question is also meant to get at the goals and broader aspirations of an individual. The answer to this question should surface your motivation.
2. **What are you doing well that is helping you get there?** This question helps identify core strengths and the ability to execute the goal. What are you naturally good at doing? What is it that you do better than the average person that can help you achieve your aspiration?
3. **What are you not doing well that is preventing you from getting there?** This is about facilitating an honest and critical assessment of the challenges or weaknesses that is slowing your ability to achieve your goals.
4. **What will you do different to meet those challenges?** Use this question to probe whether you have the aptitude to change your behaviour. People have a tendency to practice and repeat what they are already good at doing.
5. **Where do you need the most help?** The answers to the first four questions are matched against areas where the mentor has particular strengths, relationships, or learning resources.

Some boundaries and ground rules

It is important to know that unlike other activities such as counselling or coaching, the aim of the MCMP is for you to receive invaluable support whilst considering your career aspirations as well as hints and tips on how to plan your career path. This is a careers focused activity aimed at developing and improving your employability skills. You will be an ambassador for the University in your capacity as a mentee and therefore you are expected to behave in a professional manner at all times when dealing with your mentor and only ask for career related advice.

It is expected that together with your mentor, you will both establish ground rules as a basis of your relationship. These will include confidentiality, all communication, acceptable behaviour and attitude. For example, you should discuss the frequency of meetings, mode of communication (face to face, email, skype), and agenda for discussion.

If you have any problems with the progress you are making with your mentor, it is best to approach him/her first so that you can both work on a solution. Indeed, this kind of problem-solving can be very useful and should strengthen your bond. However, if you really feel that there is something you cannot deal with together and if for any reason you need outside assistance, you can contact the program coordinators or any of the relevant people listed at the end of this guide book. The coordinators will attempt to achieve reconciliation; otherwise the relationship will be terminated if this is desired.

Frequently Asked Questions (FAQ)

What is the aim of this program?

The MCMP aims to prepare final year Monash University Malaysia students for transition into their working life after university, and to give them a wider perspective about their chosen careers paths.

What are the requirements to become a mentor for this program?

You must be an alumni of Monash University and must have graduated no later than 2014. You can be from any academic background and can come from any industry. You must be of sound mind, and must participate with the sole intention of helping the student mentees in the capacity of a career mentor.

What are the requirements to become a student mentee for this program?

You must be a final year undergraduate student at Monash University Malaysia to be able to apply for this program. You must also be willing to commit to the meetings and activities planned for you as part of this program.

Do I have to meet up with my mentor often?

You will get a chance to meet your mentor for the first time at the Mentor-Mentee-Meetup session. There will also be other scheduled meetings and developmental programs where you can meet your mentor. Beyond that, it is up to you and your mentor to plan when and how you would like to arrange meetings, depending on your available times, objectives, and other commitments. Meetings can be face-to-face, via Skype, Whatsapp or even just email. Remember that it is your role to drive the partnership.

Is our relationship confidential?

An effective mentoring relationship requires openness and honesty, and for this reason the level of confidentiality you are both comfortable with should be discussed at the start of the partnership. In many cases the relationship itself is not confidential, however the issues discussed are. If something arises in discussions with your mentor that gives you reason to be concerned for your well-being or safety, please contact the program coordinator immediately.

I have not heard from my mentor in a while and I am concerned that the relationship is not progressing.

Your mentor has been advised to let you take the lead in the partnership. However if he or she is consistently not responding, give it a bit of time before trying to initiate contact again. It could just be that your mentor is caught off guard in a busy period. If he or she does not respond for more than two weeks, you may contact the program coordinator for assistance.

What if my study or life commitments change and I no longer have time for the program?

The program requires some time commitment, and if you've signed up, it is with the assumption that you will be able to make time for it. Still, if you are struggling with time pressure, you could discuss ways of continuing the relationship that demands less time. However if you really feel that you can no longer commit to the program, please inform the program coordinator as soon as possible.

Resources and services for mentors and mentees

The following list of key services and resources provided by Monash University Malaysia may be useful to refer your mentee to if they require additional support or guidance outside a careers context, or for which you do not feel able to provide.

Monash Career Mentoring Program

We are the coordinators for this program. We are here to offer you as much support as necessary to ensure your mentoring partnership is successful. If you have any questions, queries, concerns, or issues, or would like access to further mentoring resources to support your partnership, please contact:

mum.alumni@monash.edu

or

mum.career@monash.edu

Career Development

The Employer Engagement unit provides a full suite of career related services such as personal consultations, job hunting preparation services and mock interview practice.

For more information, go to <https://monash.edu.my/facilities/career-development>

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