Ask Me About allows students, staff and alumni of the University of Manchester to connect with a mentor for short term careers advice.

**What can I ask?**

You’ll be able to get an idea of the sorts of questions a mentor will be able to help with by looking at their profile. You might want to ask for advice over email or telephone concerning:

- Reviewing a CV
- Reviewing a job application
- Work Shadowing
- Work Experience
- Internships
- Jobs
- Assistance with a degree project
- General careers advice

If you have any questions, email the mentoring team at mentoring@manchester.ac.uk

### 1. Register on the Manchester Network

- Go to [www.network.manchester.ac.uk](http://www.network.manchester.ac.uk)

- If you are **staff or a current student**, please use the ‘Student & Staff Login’ box on the right hand side and log in using your regular University Username and Password.

- If you are an **alumnus** of the University of Manchester, ‘**Create an account**’ in the ‘Alumni & Supporters Login’ box – it may take a few days for your account to be authenticated

### 2. Set up your profile

- You can use the LinkedIn sync button if you wish, or you can complete your profile manually using the 'edit' buttons

### 3. Find a mentor

- Click on the Mentoring tab (top toolbar) and click on ‘Search’ to look for potential mentors

- Simply type in the name of industry or company that you’d like to connect with somebody from and have a look through the profiles for the mentor that is right for you
4 **Strands**

- You can filter your search to find a mentor particularly willing to support mentees that may have some additional questions in relation to their employment

5 **Is this mentor right for me?**

- Take a look through the mentor’s ‘Personal’ page, reading through their Bio and Professional Experience
- If their experience is relevant to you, have a look on their ‘Mentor’ page to see what they would be happy to help you with
- The sort of mentor you would like to ask for advice is up to you!

6 **Send a request**

- Click on ‘Send Request’ in the ‘Ask Me About Programme’ section of the ‘Mentor’ page
- Select which mentor service you would like
- Indicate any of the topics that are particularly interesting to you
- Leave a message outlining the sort of advice that you would like
- Keep it professional! Mentors are volunteering their time so ensure that your message is written as a professional correspondence. Be polite and grateful!
- Make sure that your message is detailed and succinct, so that your mentor can clearly understand the sort of advice that you are

7 **Wait to hear back**

- We advise that it can take a couple of weeks to hear back from your mentor. Their response will be delivered to your inbox on the Manchester Network, so make sure to check it periodically.

**No response?**

- Some mentors may be too busy to get back to you. Don’t worry! Feel free to send a request to another mentor – there is no limit to the number of requests you can send through Ask Me About