

MANCHESTER
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The University of Manchester

CAREERS MENTORING

Mentoring Handbook
2023



**CAREERS
SERVICE**

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Mentoring at The University of Manchester

The Careers Service at The University of Manchester has over 20 years of experience running large scale flagship mentoring programmes.

During this time our mentoring has been facilitated through different models - from small cohort 'guided' mentoring (where between 30 - 50 mentoring partnerships have been closely managed by the mentoring team at the Careers Service) to an at-scale programme enabling over 500 partnerships by using an online platform managed by a third-party provider.

For 2023 we will be focussing on three specific 'guided' programmes to target particular student groups.

This handbook relates to our guided programme for Language Brode Scholarship students (in partnership with RWS).

By a guided programme, we are referring to a mentoring partnership where there has been intervention and support from staff within the Careers Service to identify a suitable match between mentor and mentee. We will also offer induction training support for mentors and mentees and be available to support within queries throughout the course of the partnership. The partnership will have a suggested structure and focus.

Mentees, from a pool of applicants currently enrolled through the Language Brode Scholarship, will be matched with a mentor to provide insight and career guidance. These mentors will be sourced from RWS and will be able to relate a valuable perspective on breaking into the languages and localisation industry.

For more information about RWS, visit their corporate website:

<https://www.rws.com/>

Note: the mentoring partnership does not guarantee an offer of employment, nor does it necessarily precede an application specifically to RWS. Mentees are encouraged to use the opportunity to find out more about the sector as a whole.

Structure of guided mentoring programmes

The mentoring team at the University of Manchester will identify suitable matches and liaise with prospective mentors and mentees to confirm the match.

Both mentees and mentors will be invited to attend an online induction training session. This will be completed by the end of January.

The guided programme will run throughout a 4-month period, starting as soon as the initial induction training has been completed (from early February – June).

The relevant term dates are below, and you can find a list of dates for the full academic year on the University website:

<https://www.manchester.ac.uk/discover/key-dates/>

Activity	Start date	End date
Christmas break	Monday 19 December 2022	Sunday 15 January 2023
Semester 1 assessment and exams	Monday 16 January 2023	Friday 27 January 2023
Semester 1 ends	Sunday 29 January 2023	
Semester 2 teaching starts	Monday 30 January 2023	
Non-teaching period (prep for study/fieldwork/project)	Monday 27 March 2023	Sunday 2 April 2023
Easter break	Monday 3 April 2023	Sunday 16 April 2023
Semester 2 assessment and exams	Monday 15 May 2023	Wednesday 7 June 2023
Semester 2 ends	Friday 9 June 2023	

Mentees and mentors can use these dates to arrange their meetings appropriately.

It is expected that mentors and mentees will meet for approx. 60 to 90 minutes on 4 separate occasions over their mentoring period.

Meetings can be in person, online or a mix. If meetings are in person, please consult the Commitment section for recommended venues.

In order to provide focus and support both mentors and mentees in making the most of their partnership, we have suggested a discussion topic for each meeting and have provided a set of questions for mentees to refer to (as below):

Meeting 1: Setting the scene/Exploring the job market and career opportunities	Notes
What is recruitment currently like in your sector?	
Are there any in demand roles that might present more opportunities?	
Do I need work/relevant experience before I apply?	
What is the best way to break into your field? Entry level roles/training schemes/postgrad qualifications/additional training?	
What does career progression look like in your organisation?	
Where are jobs advertised? Where are the opportunities based?	
What is the recruitment process like?	
How do you think your sector might change in the future/what opportunities might arise?	

Meeting 2: Networking and making contacts	Notes
How do you keep up to date with developments in your field – conferences? Networking events?	

Are there any useful networks or industry bodies that support networking – can I join as a student?	
Do you use LinkedIn? If so, how do you use it in a professional capacity?	
How would you advise that I approach someone to make a connection/ask about opportunities?	
Who have you found to be most helpful to have in your network, in terms of career progression or supporting you with career decisions?	

Meeting 3: Articulating and identifying skills	Notes
Which skills are valued most highly in your field? What skills do you feel make you successful in your role?	
When you left University, did you feel there were any gaps in your skillset that would have been valuable?	
When recruiting someone to your field, what qualities do you specifically ask/look for?	
What should I highlight on my CV/Application?	

Meeting 4: Closing meeting – Review of mentoring partnership	Notes
What have you found most useful?	

What have you learnt about their sector/organisation/role?	
Do you think you would consider following a similar career path? If not, has your mentoring experience help to guide your planning for the future?	
What decisions/actions might you take as a result of meeting with your mentor?	

In addition to these meetings, we will ask both mentors and mentees to complete an online survey mid-way through their partnership to check in on progress and identify any issues.

We will also ask mentors and mentees to complete an end of programme online survey to evaluate the partnership.

Expectations

What do mentors gain by taking part?

There are a wide range of professional and personal benefits in applying to be a career mentor:

- It is an opportunity to give back to the University, as an alumnus, guiding the future ambitions of a current student by sharing your knowledge and experience.
- A chance to practice a broad range of skills including active listening, coaching, developing people and more.
- Brings you closer to the future talent for your sector and organisation, providing an insight into the current student/graduate employability mindset and landscape.
- Demonstrates a commitment to your own professional development.

No previous experience is required. An effective mentor will have good communication skills, be non-judgemental, be a good listener and have the ability to encourage and motivate.

What do mentees gain by taking part?

Some of the biggest barriers preventing students reaching their potential are understanding the breadth of opportunities open to them and having access to networks to gain these insights.

Securing a career mentor is an incredibly valuable way for students to develop their employability skills and make informed choices about their next steps.

The key benefits of working with a career mentor are:

- Improved contacts and expanded networks
- Better understanding of options
- A strong example of career planning/motivation for CV/Applications
- Opportunity to practice professional conduct
- Increased confidence in decision making and identifying opportunities

A mentee who will get the most out of this opportunity will be willing to listen to the advice of their mentor, be prepared for each meeting with a set of questions that a mentor can support with, be organised and available for meetings as agreed. They will also appreciate what a great opportunity this is.

Statement of Commitment

Our guided Career Mentoring programmes link students with working professionals who are willing to share their experience and expertise. Work placements, internships or future graduate employment are not guaranteed as part of the programme.

Please read this statement of commitment and contact mentoring@manchester.ac.uk if you have any questions or queries before commencing your mentoring partnership.

- Participation in the Career Mentoring Programme is voluntary for both mentors and student mentees.
- Mentors and mentees are expected to maintain regular contact with each other for the duration of the mentorship (suggested four meetings of approx. 60 – 90 minutes over a 4-month period). Mentoring meetings will usually be conducted in person, online or a mix of both. Face-to-face meetings should be arranged at the mentor's place of work, at the University or in a public place such as a café. The mentoring team can support in identifying suitable venues.
- Mentees are expected to take the lead in arranging, keeping track of and recording any actions from mentoring meetings.
- Mentors and mentees are expected to keep a record of all interactions for the purposes of the end-of-programme evaluation.
- Mentors and mentees are required to prepare for each meeting to maximise benefits from mentoring interactions.
- As far as possible, mentors and mentees should endeavour to reply to communications from their assigned mentor/mentee and from the University within 5 working days.
- Participants should inform their mentor or mentee of any major absences such as illnesses that limit their ability to respond to communications.
- Mentors and mentees will inform the mentoring team at the Careers Service immediately if they are unable for any reason to continue to participate in the programme.

- Mentors and mentees should respect confidentiality. Confidentiality should be discussed during the first meeting when boundaries are established. Mentees should be prepared to sign confidentiality agreements when required by their mentor's organisation.
- Participants are reminded that the mentorship represents a professional relationship. It is the responsibility of both mentors and mentees to conduct themselves appropriately.

The mentoring team at the Careers Service will:

- Provide support for all student mentees and mentors, including supporting mentoring documentation in advance of each guided mentoring partnership commencing.
- Deliver an online induction session for both mentors and mentees.
- Address issues arising in a mentoring relationship, these may be identified through the mid-term survey or brought to the attention of the team directly by the mentor or mentee themselves throughout the duration of the partnerships.
- Ensure that all personal details are maintained in a secure environment and are not revealed to a third party.

Support (including additional resources)

You can contact the mentoring team via mentoring@manchester.ac.uk
Queries will be responded to during normal office hours, Monday – Friday.

You can expect a response within 2 working days.

The Careers Service website has a wealth of resources to support the topics of discussion that may be raised during the mentoring meetings:

CV Advice and Support

<https://www.careers.manchester.ac.uk/applicationsinterviews/cv/>

Job Searching Strategies

<https://www.careers.manchester.ac.uk/findjobs/job-search/>

Building Confidence

<https://www.careers.manchester.ac.uk/services/concerns/>

Pathways modules – we have a series of mini self-directed modules via CareerConnect which focus on Getting CV, Application and Assessment Centre Ready, one about preparing for Postgraduate Study and also one aimed specifically at International students. Students can find these by logging into CareerConnect: www.careers.manchester.ac.uk/careerconnect

Frequently Asked Questions

Q: Is the mentoring scheme a paid role?

Taking part in the mentoring scheme as either a mentee or a mentor is by voluntary application only. Spaces are also limited in this pilot stage, so it is particularly important that both parties involved are fully engaged to make the most of your time commitments.

Q: Can I meet with my mentor more than 4 times?

It is suggested that mentors and mentees meet on 4 separate occasions throughout the course of the scheme, but this is only as a minimum. Schedules considered; you may find it suitable to meet more regularly over this period – it is at your own discretion.

Q: Does the mentoring scheme lead to a job application?

There is no explicit goal to the mentoring scheme, although you may choose to set these in your first meeting if it is appropriate. Mentors are intended to provide guidance and advice first and foremost, to help strengthen any applications made by the mentee but also to ensure that they target the right job for the right person.

Note: being matched with a mentor from an employer/organisation does not require the mentee to make applications specifically to them, but they will be able to provide insight more closely into that specific industry.

Q: How are mentees/mentors selected from the applicant pool?

As pilot schemes, the 3 groups will be limited to between 30-50 pairs of mentees/mentors each. Due to this relatively small scale, we will only match up those pairs that we feel have the most aligned qualifications, experience and interests, to ensure the scheme is as successful as possible for these small groups.

Q: What induction training support will be offered to mentors and mentees?

There will be a one-hour training session for mentors and mentees (separately) before the programme begins. The aims of the training for mentees are to provide them with more information about the scheme as well as practical tips on how to make the most of the mentoring opportunity and advice on networking with their mentors. The aims of the training for

mentors are to provide them with more information about the scheme, what to expect/what students will be looking for and how to maximise the potential of the mentoring opportunity.

The mentoring team will be there for mentors and mentees throughout the programme for advice and support and will check in at the end of March to see how they're getting on, although they're encouraged to keep us updated throughout the mentoring partnership.