Careers Centre, Student Services

Career Mentor Link

A manual for Mentees and Mentors

2009
## Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Acknowledgements &amp; General Information</td>
<td>2</td>
</tr>
<tr>
<td>2. Introduction to Mentoring</td>
<td>3</td>
</tr>
<tr>
<td>3. Introduction to Career Mentor Link</td>
<td>5</td>
</tr>
<tr>
<td>4. Benefits of Career Mentor Link</td>
<td>6</td>
</tr>
<tr>
<td>5. The phases of the mentoring relationship</td>
<td>7</td>
</tr>
<tr>
<td>6. Keeping in Touch</td>
<td>9</td>
</tr>
<tr>
<td>7. Responsibilities of the participants</td>
<td>11</td>
</tr>
<tr>
<td>8. Programme Policies, Procedures &amp; General Information</td>
<td>12</td>
</tr>
<tr>
<td>9. For Mentees</td>
<td>15</td>
</tr>
<tr>
<td>10. For Mentors</td>
<td>18</td>
</tr>
<tr>
<td>Appendix: Some possible objectives</td>
<td>21</td>
</tr>
<tr>
<td>Sources</td>
<td>26</td>
</tr>
</tbody>
</table>
1. **Acknowledgements & General Information**

**Acknowledgements**

Sections of this manual are taken from the *Friends in the Workplace: 2nd Edition* mentoring handbook which was written in 2001 by Jane den Hollander in conjunction with Professor Lyn Abbott, Elizabeth Eaton and the WA branch of the Australian Institute of Agricultural Science and Technology. We sincerely thank them for the opportunity to share this work.

**About this manual**

This manual is an introduction to the Career Mentor Link programme and the roles and responsibilities of the participants. Additional resources can be found on the Career Mentor Link website (www.careermentorlink.uwa.edu.au).

**Definitions used**

⇒ Programme Coordinator: UWA Careers Centre
⇒ Mentoring: Refers specifically to career mentoring in this manual
⇒ Mentor: The more experienced and senior person in terms of career
⇒ Mentee: The UWA student

**Publication information**

This document was originally published by the UWA Careers Centre, April 2005. Reviewed and updated February 2009.

**Contact information**

For any query related to the Career Mentor Link programme contact:

Jo Hocking, Career Mentor Link Coordinator
UWA Careers Centre
The University of Western Australia
Crawley, WA 6009
Telephone: 08 6488 3799
Facsimile: 08 6488 1119
Email: jo.hocking@uwa.edu.au
Website: www.careermentorlink.uwa.edu.au
2. Introduction to Mentoring

Historical context
Mentoring was first documented in Homer’s *Odyssey*. Odysseus, about to leave on his long journey to fight in the Trojan Wars, appointed Mentor as guardian to his son Telemachus. Mentor acted as guardian, friend, adviser and teacher to the boy for many years. This historical classic provides an insight into the modern day definition of mentor as ‘a wise and trusted counsellor or teacher’.

Definition of Mentoring & Career Mentoring
Mentoring involves matching a more experienced person (the mentor) with a less experienced person (the mentee). In career mentoring, the relationship relates to career-specific interaction.

In the workplace, career mentoring is widely used as a means of progressing and supporting employees during their career. This means that an employee has a supporter who acts as a sounding board for ideas, is able to provide advice on suitable career paths, provides introductions within the industry and generally ‘keeps an eye’ on the well being and career progress of the junior colleague. Career mentoring is also a successful way of helping university students link to industry, develop career objectives and career management skills, and prepare for the transition out of university and into the workplace.

In mentoring, the relationship may be a formal or informal process.

Informal mentoring
In informal mentoring relationships the mentor and mentee are attracted by mutual interests or friendship. Meetings are often less formal and may include social as well as work related scenarios. Characteristically these relationships extend over a long period of time and endure changes of workplace and successive career moves. Informal mentoring is rare and usually luck or circumstance plays a part in establishing the relationship.
**Formal mentoring**

Formal mentoring is an organised mentoring process. It is usually organised by a third party (eg human resources division) and is based on a matching programme which links up mentors and mentees with common work interests or expertise. In all formal mentoring programmes the mentor and mentee are linked via a matching questionnaire.

In larger organisations where formal mentoring is part of the human resources package and where mentoring relationships are expected to endure for some time, a sophisticated questionnaire may be used, for example, the Myers Brigg Type Indicator I which identifies compatible personality types. However, most mentoring programmes have not developed to this level and rely on a basic questionnaire which requests information on work interests and qualifications.

For some people, formal mentoring will lead to deeper associations along the lines of informal mentoring.

**A mentoring relationship typically involves**

- Initial contact between the mentor and the mentee
- Ongoing regular contact
- Discussion
- Guidance, support and advice by the mentor
- Energy, enthusiasm, initiative and curiosity by the mentee
- Mutual respect, trust and openness
- Constructive two-way feedback
3. Introduction to Career Mentor Link

Students spend a good deal of time at universities and institutions acquiring the technical expertise and knowledge to make effective contributions to the workplace. However, as all good educational institutions will concede, the learning obtained in an educational institution is only part of the deal. Understanding the workplace and how to succeed in it are also important. This is the premise on which Career Mentor Link was established.

Career Mentor Link is co-ordinated by the UWA Careers Centre in conjunction with various academic faculties on campus. It is a formal career mentoring programme that uses a basic questionnaire to match professionals generally with at least four years work experience (the mentors) with UWA students who will have completed at least 1 year of study. The programme runs annually over the academic year, from April to October, and participants can nominate to continue the same mentoring relationship into a second year if preferred.

It is important to note that Career Mentor Link is not intended to be a work experience programme or an ‘extended interview’ for possible employment. Nor is it a student resource for course work or a professional counselling programme. It is a career mentoring relationship focused on introducing students to the professional workplace, helping them to establish links within the industry and providing them with the opportunity to obtain advice and guidelines about future career decisions.

The mentors are not intended to be professional counsellors or trained career advisors. Similarly, if a job or vacation work eventuates from the programme, this is a bonus for the student, and should not be an expectation.

Objectives of the Programme

- Assist students in developing career management skills
- Provide students with an industry perspective to enhance academic learning
- Establish mutually beneficial relationships between industry, the university and its students
4. Benefits of Career Mentor Link

Benefits to Students

- Broaden your knowledge of the career options open to you
- Increase your understanding of industry
- Be able to link academic study to industry realities
- Build professional networks
- Receive honest and constructive feedback which is not assessed
- Learn how to communicate effectively with industry professionals
- Develop practical skills and confidence to enter your chosen profession
- Learn what employers are looking for when they hire graduates

Benefits to Mentors

- Obtain a sense of personal satisfaction from contributing to a student’s development
- Gain recognition for your professional experience and knowledge
- Enhance your own professional development in areas such as coaching, communication and leadership
- Review your own knowledge and professional practices
- Build links with the University
- Learn about current curriculum and academic trends
- Network with other mentors
- Opportunity to meet potential employees
5. The phases of the mentoring relationship

Career Mentor Link runs for 6 months each year, from April to October. The minimum contact that is required is 2 face to face meetings and monthly contact by email or phone. The mentoring relationship can be divided into 4 phases:

**Phase 1: Planning (prior to April)**
This phase occurs prior to meeting your mentor/mentee. You should think about your strengths, any limits or preferences and anything you may have learned about past mentoring experiences (especially if you are continuing in Career Mentor Link for a second year). Mentees should be identifying their goals and objectives for the relationship (refer to the handout given in the pre-programme workshop, and also in the Appendix).

**Phase 2: Building the relationship (April – May)**
You meet for the first time at the Breakfast launch. You begin to get acquainted and to establish your goals and priorities for the programme. Ideally you should have a follow-up face to face meeting within 2 weeks of the launch in order to cement these initial introductions. Your mentoring agreement needs to be completed and returned to the Career Mentor Link Coordinator.

**Phase 3: Maintaining the momentum (June – mid September)**
You should have contact by email or phone at least once per month. Ideally however face to face meetings are generally the most productive. Review the goals and objectives that are in your mentoring agreement – are you on track? Stuck for ideas as to what you’ll do or say? Refer to www.careermentorlink.uwa.edu.au
Attend the mid year function early in second semester. Submit your mid-programme progress report.

**Phase 4: Consolidating and Moving on (mid September - October)**
Maintain contact. Review your agreement – have all goals been achieved? If they haven’t, then review why not. Were they unrealistic, have your goals changed over the 6 months? Is there something that you can do that will help you achieve your goals?
Consider the possibility of continuing the formal relationship into a second year with Career Mentor Link, or changing to an informal relationship. Complete the evaluation form. Attend the end of year function and celebrate your successes. Show appreciation for all the efforts that have been made.

Based on *Mentoring Year at a glance* by Dr Linda Phillips-Jones available at: [www.mentoringgroup.com](http://www.mentoringgroup.com)
6. Keeping in Touch

There is a minimum amount of contact required of participants in the programme but it is up to the mentor and mentee to agree on a contact schedule that suits them. This contact schedule should be reflected in their mentoring agreement.

Initial contact
Once a match has been made, the mentee will contact the mentor and invite him/her to the launch function organised by the UWA Careers Centre. At the launch function the mentor and their mentee/s will meet, discuss and agree on their programme goals and what their mentoring process will involve. This is recorded on their mentoring agreement and it is the mentee’s responsibility to forward a copy of the agreement to the Programme Coordinator by 7th May 2009 (or hand it in at the end of the Breakfast Launch).

The first meeting is like most first meetings between strangers. It will be fairly formal and may take a little while for each party to relax and feel able to actively participate in the process. Therefore it is recommended that the next face-to-face meeting be arranged within the following two - six weeks, so that the initial introductions can be cemented.

Unable to attend the launch
If the mentor or mentee could not attend the launch function, it will be their responsibility to make the initial face-to-face contact, complete the mentoring agreement and return a copy to the Programme Coordinator by the due date. It is also recommended that the next face-to-face meeting is arranged at their initial meeting.

Subsequent contact
The number of face-to-face meetings per year is up to the mentee and mentor involved. However, to develop a proper relationship at least one face-to-face meeting every two months, supplemented by monthly phone or email contact is recommended at a minimum. It is recommended that 45-60 minutes minimum is scheduled for any face-to-face meeting. Besides the launch function, the Careers Centre organises a number of events and workshops throughout the programme,
which provide opportunities for the mentor and mentee to meet up in person. Details of all events are available on the Career Mentor Link website.

**Be prepared**
In order to achieve the objectives outlined in your mentoring agreement in the relatively short period of time, each contact should have a specific purpose. Ideally, the agenda for the next contact should be set at the previous contact. It is the mentee’s responsibility to drive the relationship and keep it on track (with help from the mentor of course). The mentee should maintain a record of contact (available on the website) and submit it as part of the mid-programme progress report.

**Keeping in touch**
If you have let communication lapse, don’t be scared to initiate contact again. Often an email explaining that you’ve been busy but that you want to focus on the programme again soon, will let the other party know your situation and put them at ease.

**Places to Meet**
It is recommended that meetings be arranged at the mentor’s workplace during office hours, or at the university. Alternatively a public place such as a coffee shop is another good venue. Although mentees and mentors may become friends over the course of the programme, it is important to remember that the relationship is a professional and not a personal one.

**Contact Commitment in Summary**
At a minimum, mentors and mentees are expected to:

- Attend the launch function to meet each other
- After the launch function, meet face-to-face at least 2 times over the duration of programme
- Maintain monthly telephone and/or email contact
- Attend the end of programme function in October
- Attend at least one of the other Career Mentor Link events/workshops organised throughout the programme
7. Responsibilities of the participants

Mentor Responsibilities
- Complete the Mentoring Agreement in conjunction with the mentee
- Agree on a regular mutually convenient contact schedule
- Advise mentee if unable to attend scheduled meetings
- Observe confidentiality and professional boundaries
- Encourage exploration of ideas and facilitate self-directed learning – try to avoid providing the solution
- Encourage mentee’s strengths and help to minimise their weaknesses
- Check on the effectiveness of the communication – “Are we connecting?”
- Check on the effectiveness of the relationship – “Are we making progress?”
- Avoid becoming your mentee’s tutor or counsellor - Contact the Programme Coordinator if any concerns arise

Mentee Responsibilities
- Complete the Mentoring Agreement in conjunction with the mentor
- Agree on a regular mutually convenient contact schedule
- Advise mentor if unable to attend scheduled meetings
- Observe confidentiality and professional boundaries
- Be receptive to feedback and suggestions from the mentor
- Fulfil commitments as agreed or negotiate changes
- Explore own strengths and weaknesses to set relevant goals
- Complete programme reports and evaluations in agreed timeframes
- Take up opportunities for networking and building professional relationships
- Contact Programme Coordinator if any concerns arise

Programme Coordinator Responsibilities
- Establish and monitor guidelines and procedures
- Attract and match mentors and mentees
- Deliver training and information material
- Provide confidential advice and support to address any issues or concerns
- Organise the programme events
- Obtain feedback, evaluate and report on programme outcomes
8. Programme policies, procedures and general information

Change of Details
Change in contact details, being on leave and changing jobs are all part of life. Please keep your mentor/mentee and the programme coordinator informed.

Duty of Care / Occupational Health & Safety
Mentors have a responsibility to adhere to all relevant occupational health and safety requirements during mentee visits to their workplaces. This may include an induction for the mentee about safe working practices.

Ethical Responsibility
At all times mentors and mentees must act in a responsible and ethical manner. The relationship is a professional one not a personal one, therefore both parties must respect commercial ethics and share information in confidence. The relationship must not be exploited nor either person taken advantage of.

Evaluation / Feedback
It is important that the Career Mentor Link programme continues to develop and achieve its objectives. Therefore mentees will be required to complete a mid-programme progress report and mentees and mentors an end-of-programme evaluation. Informal feedback throughout the programme is also very welcome.

Grievance Policy
Any issues should be discussed with the Programme Coordinator. If this is not possible or the participant does not wish to do so, then the participant should discuss the issue with the Senior Careers Adviser of the Careers Centre. Students’ complaints will be dealt with in accordance with the Careers Centre’s Feedback and Complaints Procedure in our Statement of Service (www.studentservices.uwa.edu.au/page/135660).

Insurance & Remuneration
Students involved in Career Mentor Link are covered by the University’s insurance for the purposes of unpaid work experience provided they are enrolled at UWA. The UWA Student Personal Accident Plan will respond in the event of an injury resulting
from unpaid work experience/observation. The UWA Public Liability plan will respond should an incident occur whereby a student is negligent.

It must be reinforced that at no time can students receive any form of remuneration whilst undertaking this mentoring programme. If they receive any allowances from the company/organisation, they are strictly deemed to be employees under the workers compensation act and as such, the University's insurance programmes would not respond. Any questions relating to insurance cover should be directed to the Programme Coordinator who will liaise with the UWA Insurance Office.

**Mentoring Agreement**

The Mentoring Agreement is a document which is completed and signed at the start of the relationship by the mentee and the mentor. It outlines the nature of the mentoring relationship and up to three objectives to be achieved during the programme. The agreement is an important component of the Career Mentor Link programme because it ensures that both parties have the same goals and expectations and it provides a reference to help keep the relationship on track. A copy of the Mentoring Agreement must also be forwarded to the Programme Coordinator by 7th May 2009.

**No-fault Clause**

In any relationship there will undoubtedly be some instances where there are personality clashes or some form of incompatibility. It’s part of life. In the Career Mentor Link programme this has fortunately been very rare. However, if either participant feels that the relationship is difficult in some way, they should contact the Programme Coordinator as soon as possible. The mentoring agreement contains a no-fault clause which enables either the mentor or mentee to end the relationship without any blame attached.

**Programme Conclusion**

Once the programme finishes in October, the formal mentoring relationship has concluded for the year. However, this does not mean that you cannot keep in touch. Many participants stay in touch informally after the conclusion of the programme. It is also possible for both mentor and mentee to return for second
year in the programme. Full details are available on the Career Mentor Link website.

**Training**
The Career Mentor Link Programme organises an annual introductory workshop for mentors and mentees. It is mandatory for all students and an optional orientation tool for mentors. Additional optional training opportunities are also offered during the programme.
9. For Mentees

Characteristics of a good mentee

- Desire to be mentored
- Willingness to drive the relationship
- Open to new ideas, suggestions and feedback
- Committed to self development and achievement of career goals
- Able to give and receive constructive and honest feedback
- Skilled with good organisational, time management and goal setting skills
- Able to communicate needs, goals and expectations

Be Confident

It may be daunting to meet someone new, especially someone who is potentially older, more senior and more experienced in the workforce. However, be confident! Your mentor has applied for the programme because they are interested in you and your career. Don’t be scared to share relevant information about yourself or to let them know what your career needs and goals are. If you’re not sure what your career goals are, that’s fine too. However let them know this so they can help you. Remember, the UWA Careers Centre also has experienced career advisers who can help.

What to say

If you get nervous or have difficulty thinking of things to say, the list of starter questions shown below may help you get going. The mentor will be eager to establish a rapport with you and will help with conversation but it’s always worth having a few questions up your sleeve.

Conversation Starters:

1. How did you get this job?
2. What experience and qualifications do you need?
3. Do you have a mentor?
4. What is the most satisfying part of your job?
What to take to meetings
Remember to take along a notebook, pen and diary to any meetings. This enables you to record information and plan your next meeting. It also makes you appear organised and interested.

What to wear
If you are visiting the mentor's workplace, it is important that you check what the dress code is. For example, if you are visiting a laboratory or an outdoors worksite then there may be specific clothing such as a laboratory coat or steel-capped boots that you may need for occupational health and safety reasons. Similarly, many businesses in the Perth CBD have casual dress days where you can wear smart-casual dress rather than a suit. To be sure, always check with your mentor.

Feedback
For many mentors, this is their first year in the programme and it will be beneficial for you to provide them with feedback along the way. This feedback will let them know that they are doing a good job and are on the right track or alternatively, help them adjust their methods and to try and find other ways of helping you.

Make the most of it!
It is easy to fall into the trap of making the Career Mentor Link programme a lesser priority behind assignments and exams but before you know it, the year will have passed and the opportunity lost.

It’s up to you to make the most of having access to a dedicated professional person who is interested in helping your career.

Thanks
The mentor is volunteering their time to help you so it’s polite to say thanks and to acknowledge their contribution to your future career.

Milestones
All students will receive a certificate of participation in the programme if they complete the following milestones:
- Attend Breakfast launch function
- Attend End of programme function
- Attend at least 1 other event or workshop offered as part of Career Mentor Link
- Complete mid-programme Progress Report
- Complete end of programme Evaluation Report
10. For Mentors

Most university students have spent most of their lives in educational institutions, working in a competitive environment of lectures, projects and assessment. All of this is predictable and controllable. What is less predictable is the next step out of education and theory into work and application. Many students will admit to high levels of apprehension and anxiety when discussing employment, careers decision making and choice. It is worth thinking back to your own student days and remembering the period before the first ‘proper job.’

Students do not need to be spoon fed. They may need to be challenged, drawn out and helped with setting the agenda for future meetings. This should be done in a positive and creative manner. It is important that you show the student that you are keen to continue the mentoring relationship. This will be encouraging and confidence building.

Characteristics of an effective Mentor

- Desire to share information, expertise and experience
- Willing to invest time and effort in the relationship
- Committed to achieving the agreed objectives
- Encourages the mentee’s potential
- Ability to give and receive constructive and honest feedback
- Aids in the decision making processes by listening, sharing and reviewing options
- Willing to facilitate networking opportunities

You do not have to do it all!

It is worth remembering that the mentor does not have to personally provide all the contact to achieve the objectives outlined in the mentoring agreement. A mentor can provide just as much assistance to their mentee by facilitating other relationships and opportunities. For example, the mentor could arrange for a mock interview with someone from human resources or arrange job shadowing with a colleague from another department.
How to begin
The easiest way to break the ice with your mentee is to share a little bit of information about yourself. Talk about your background, interests and values and anything else that is relevant can help put your mentee at ease. Your mentee may well expect you to initiate this first conversation so that they do not appear too inquisitive! Some general questions to cover could be:

1. What do you like most about your job?
2. What is your proudest moment in your career?
3. What did you want to be when you were 5 years old, at high school, at university?
4. Have you ever been involved in mentoring before either as a mentee or a mentor?

Communication
The essence of any good mentoring relationship is good communication. As the mentor that means you need to be a good active listener. You need to engender trust and encourage your mentee. The relationship you have with your mentee as part of Career Mentor Link is a professional one and this has been stressed to all the students taking part. However, you should also provide the opportunity for your mentee to talk about personal issues where appropriate.

Staying in touch
All mentees have been told that they should take responsibility, make the contact and drive the relationship. The reality is though that many may be reluctant to do so in case they appear too demanding. To help avoid this, it is a good idea to plan for the next meeting/contact at the end of each communication. If communication has been lost sending a quick email can often remedy the situation.

Sometimes a lack of communication by your mentee can be explained by the "awe factor". Perhaps your mentee is slightly intimidated or in awe of you and your accomplishments and feels reluctant to "bother" you. There is an excellent article on this subject available on the web at: www.mentoringgroup.com/html/articles/mentor_29.htm. There is also a link to it from the Career Mentor Link website in the Resources section.
If a meeting has to be rescheduled by either party then it is a good idea to arrange an alternative date straight away so that the momentum is not lost. “Too little time” is a common complaint for most of us and has often been cited as a major difficulty in past relationships in Career Mentor Link so discuss the issue openly.
Appendix: Some possible objectives

The following are some possible objectives that mentees can establish with their mentor within Career Mentor Link. The list is by no means exhaustive but is designed to be a starting point.

1. What’s the right career for me?

Working out what is the right career for you involves research, self assessment and decision making. Your mentor won’t be able to give you all the answers but he/she might be able to make sure you’re asking the right questions.

Possible discussion points or activities with your mentor:

- What do you like and dislike? What are your strengths and weaknesses?
- What’s most important for you in your future career?
- What sort of work environment suits you best?
- What are some of the career options for your degree?
- Ask your mentor how he/she found out what they wanted to do.

Before talking with your mentor you can:

- Build a profile of your personality, interests, skills and aptitudes by completing on-line tests. See the Career Planning & Self Assessment section of the Links feature on UWA CareerHub www.careers.uwa.edu.au
- Borrow one of the many Careers books in the Reid Library (visit the Careers Centre or www.careers.uwa.edu.au for a list of all the books available)

2. Develop a career plan

If you’ve already got an idea about the direction you want for your career then your mentor can assist you in developing a career plan so that you start working on your career goals.

Possible discussion points or activities:

- What strategies can you use at university to further your career? Ie
  - What are the best subjects to choose?
o What is a good topic for a 3\textsuperscript{rd}/4\textsuperscript{th} year research project?
o Should you pursue Honours or postgraduate study?

- What generic skills have you learnt through your studies?
- What do employers look for in your chosen career?
- What do I need to be doing now in order to achieve my goals? Eg Work experience.

Before talking with your mentor you can:

- Look at past job vacancies on CareerHub (\url{www.careers.uwa.edu.au})
- Meet with a Career Adviser
- Read the “action planning and goal setting” section of the Career and Job Resources feature of CareerHub

3. Networking

Perhaps you’d like to focus on developing some practical strategies for networking. It’s a necessary element in developing your career, so ask for some advice on how to do it well.

Possible discussion points or activities:

- Ask about how to start a networking conversation, about how to overcome nerves/shyness
- Ask your mentor for advice on the most relevant professional associations for you and perhaps attend an event with your mentor
- Attend industry events/professional seminars
- Ask your mentor to introduce you to some of their contacts
- Conduct informational interviews (don’t know how? Ask a Career Adviser)

Before talking with your mentor you can:

- Research relevant professional associations – see the Networking section of the Links feature on UWA CareerHub \url{www.careers.uwa.edu.au}
- Read the “Networking” section of the Career and Job Resources feature of CareerHub
4. Practicalities – Interview skills, Addressing Selection Criteria, Resumé writing

You know where you want to go and you’re starting to apply for jobs – graduate or vacation. Perhaps you’d like some practical advice on writing a resumé preparing a job application, or attending an interview.

Possible discussion points or activities:
- Discuss if there are any elements of your resumé that should be particularly highlighted in the industry you want to work in.
- What are some of the skills that you’ve developed at university that make you employable?
- Ask your mentor for a mock interview

Before talking with your mentor you can:
- Attend a Careers Centre Workshop on Interview Skills, Resumés and Selection Criteria, Assessment Centre
- Prepare a draft resumé using the CareerHub Resume Builder
- Use the Careers Centre’s Resumé and Application Review service

5. Workplace insights

It can be really useful to use Career Mentor Link as a means of gaining some real insights into the world of work. Job shadowing is an excellent way of achieving this and can occur over a few hours or for a whole day. If job-shadowing isn’t possible then you can gain a lot of information from discussion with your mentor and his/her colleagues. In either situation, researching the organisation prior to job-shadowing or discussion is crucial.

Possible discussion points or activities:
- Workplace tour
- Introduction to other workplace colleagues
- Observation of client meetings
- On-site visits
- Attendance at staff meetings
Before talking with your mentor you can:

- Visit the Occupations section (The facts > Work & employment > Occupations) of www.myfuture.edu.au – there are over 2000 occupations listed with details on main duties, working conditions etc.

6. Work experience – how do I get it?

Obtaining work experience (either paid or voluntary) during your studies is crucial, and being matched with a mentor can be a useful start. Mentors are not required to provide work experience but they can help you identify possible avenues for and the most effective type of work experience for your future career. They may also be in a position to put you in contact with someone in their network who could provide work experience.

Possible discussion points or activities:

- Identify employers offering work experience or vacation employment
- Is there voluntary work available?
- What are employers looking for in work experience students?
- What is the best way of finding work experience?
- Assist with preparation of resumé and job applications.
- How can International students find work experience and what are the visa implications?

Before talking with your mentor you can:

- Look at past job vacancies on UWA CareerHub www.careers.uwa.edu.au and see which employers offered vacation employment
- Look at the Volunteering section of the Links feature of CareerHub

7. I’m an International student – where do I go after uni?

If you’re an International student then all the above objectives can still be relevant for you. However, there are issues that will be of particular concern to you especially if you wish to stay in Australia once you have finished your degree. Your mentor can possibly help you work through these issues.
Possible discussion points or activities:

- Do I intend to go home once I’ve finished my degree or can I stay in Australia?
- Will employers employ an International student?
- What are the cultural differences between my home country and Australia particularly in regard to job applications, preparing a resumé, attending interviews?
- Can I get work experience while I’m in Australia and is it relevant to me if I intend to return home at the end of my degree? Should I get work experience in my home country instead?

Before talking with your mentor you can:

- Check out the Global Student Wiki at uwa-globalstudent.wikispaces.com
- Look at the International Students section of the Links feature of UWA CareerHub www.careers.uwa.edu.au
Sources

APEN Mentoring scheme: a guide for mentors and mentees
Mentoring Group website www.mentoringgroup.com
Career Mentoring 2007 Program Guidelines – The University of Melbourne
Mentoring: the leadership edge, Australian Institute of Management
Mentoring Works website: www.mentoring-works.com
How to design and run your own mentoring program by Ann Rolfe