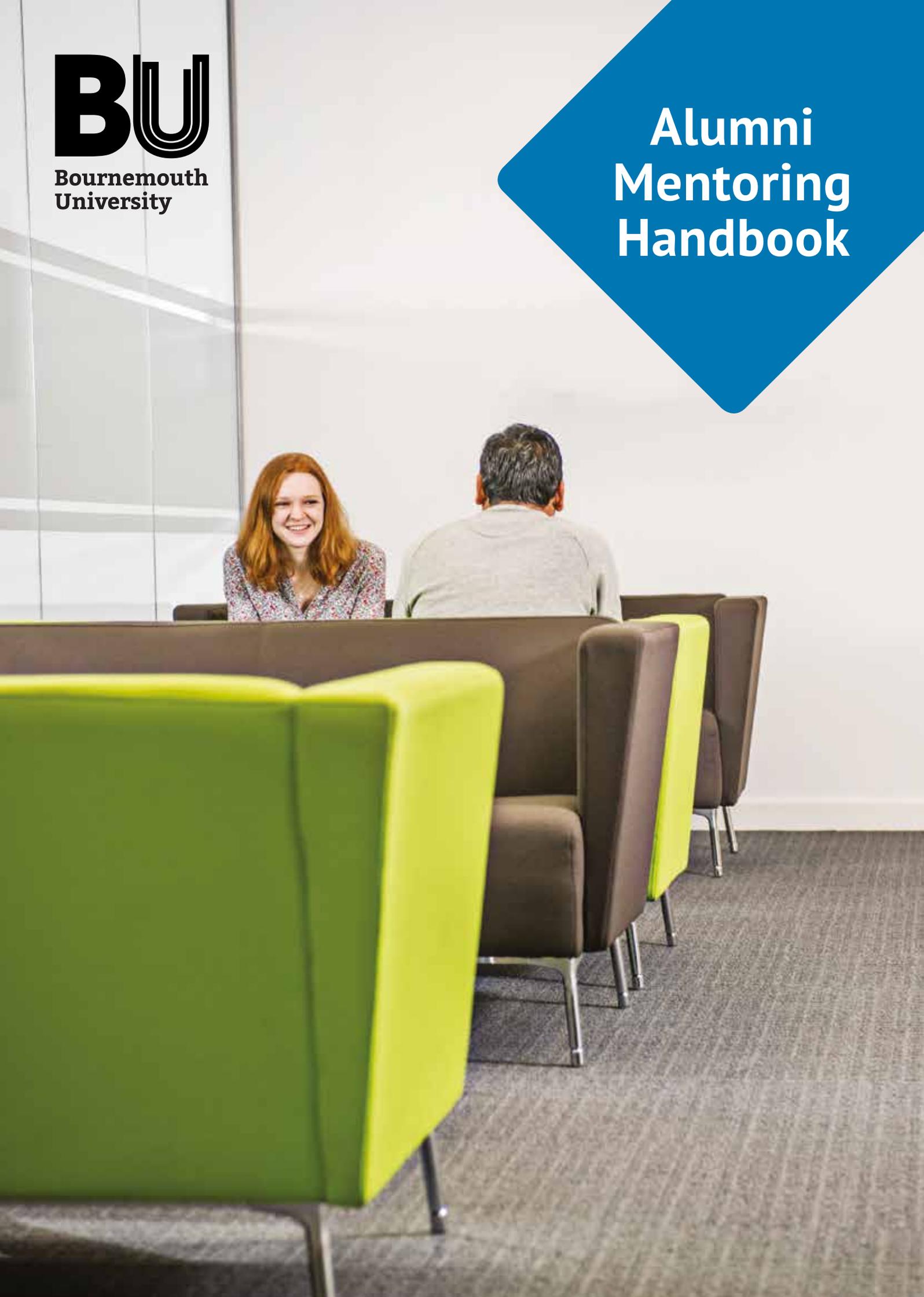




**Bournemouth
University**

Alumni Mentoring Handbook



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Welcome to alumni mentoring at BU

This programme is designed to match the aspirations of our students with the skills and experiences of our graduates. The focus is on career exploration and preparation, but we hope that mentoring will be equally beneficial for both parties. Some of our alumni mentors have told us how much they appreciated the chance to give back, reconnect with BU and get fresh insights from the latest talent entering their industry.

Whatever stage you are at in your learning or career, mentoring can offer opportunities for personal growth and professional development.

The Alumni Mentoring Programme is led by BU's Alumni Relations Team and delivered in partnership with colleagues from our Faculties and Professional Services. At the start of your mentorship you will be appointed a supervisor, who will be a key point of contact throughout. If you have any questions or feedback, please do get in touch.

Best wishes



Michelle Winter
Alumni Relations Officer



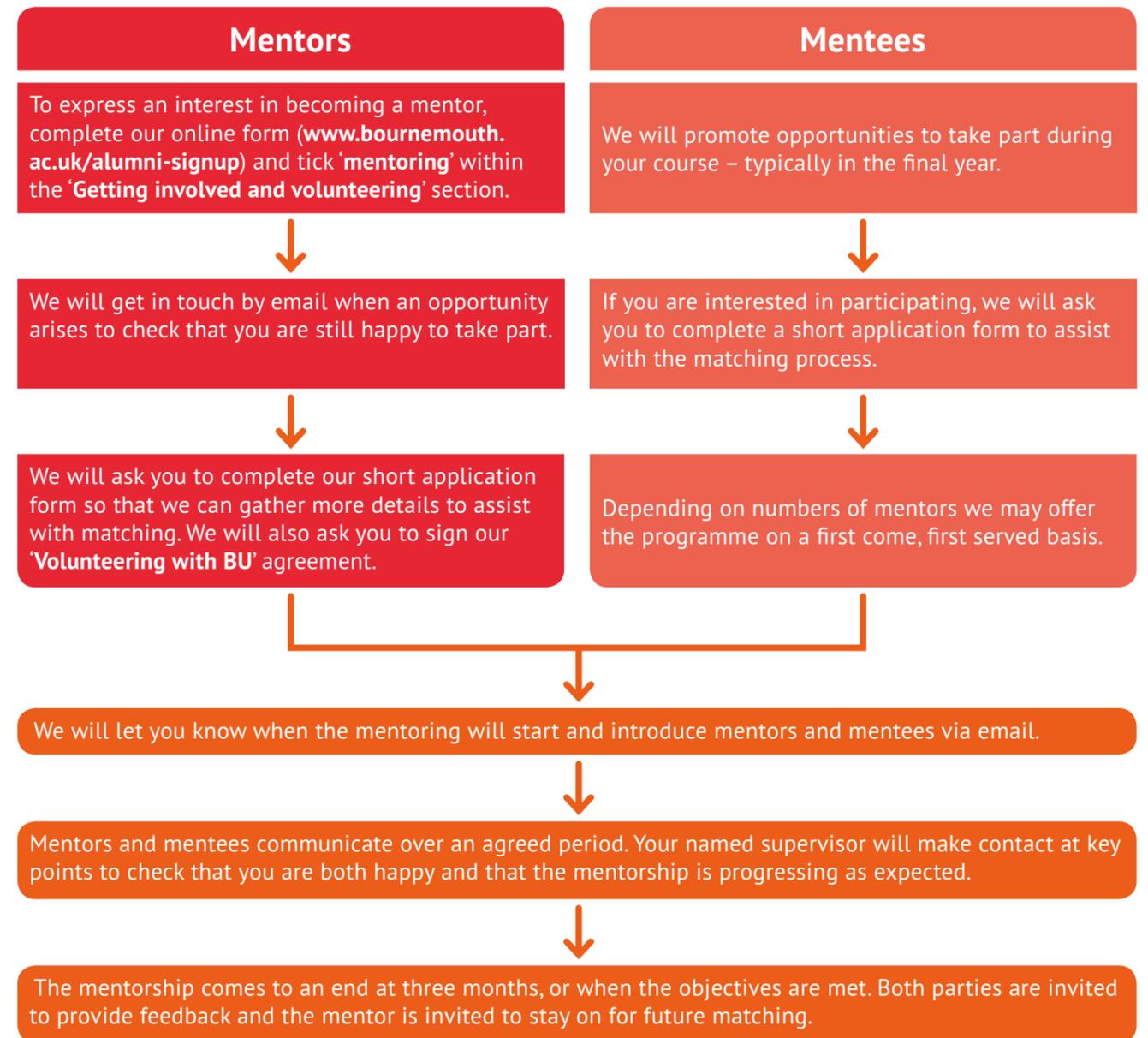
Jonathan Goode
Head of Alumni Relations



Overview

- **Mentoring programmes** start at various points throughout the year and typically run for three months
- **Mentors and mentees** are matched to achieve the best possible fit between students' career aspirations and the experiences of the mentors
- **Contact between mentors and mentees** is predominantly via email – although in some instances mentors and mentees have decided to Skype, speak by phone or meet up in person
- **As a guide, the time commitment for mentors** is no more than two hours a month, which is likely to be broken up into smaller chunks
- **Objectives for mentoring** will be mutually agreed by the mentee and mentor at the start of the programme
- **Mentors and mentees will be supported** by a named supervisor – typically a member of the Alumni Relations Team – who will check in at key points and respond to any questions or concerns
- **Mentors and mentees should treat each other with respect** and take time to understand each other's skills, experiences and needs
- **Mentors and mentees should be prepared to provide feedback** on the programme to support its development.

Process



Guidelines



Setting objectives

Establishing goals will help to direct the topics for discussion, and ultimately enable both parties to evaluate how successful the mentorship has been. The application forms will ask the mentee and mentor to indicate the areas they are interested in working on – for example time management, industry-specific skills and attributes, managing work pressures and advice for interviews. The mentee should propose their objectives for the programme and agree these with the mentor.

Try to identify objectives for the mentorship that are **SMART** – Specific, Measurable, Achievable, Realistic and Time-bound – for example:

- Review my CV in order to start applying for roles by May
- Work on likely interview questions and answers to increase my confidence before attending my first interviews
- Understand what I should include in a portfolio to show a potential employer.

Top tips and discussion starters

Tips for mentees

- Show interest and enthusiasm in what your mentor has to say - even if an email does not require a response, it is good practice to acknowledge it and thank the sender
- Try to find common ground such as shared professional interests or similar experiences from your times at Bournemouth University
- Don't be afraid to ask questions – your mentor is there to help
- Be open about your areas of interest and aspirations – the more you put in, the more you'll get out of the experience.

Discussion starters

As you make contact with your mentor, you might want to take the opportunity to find out how they got into the industry, how they found the transition from studying to employment and how they got to where they are now.

Tips for mentors

- Keep in mind your mentee's aims and goals
- Try to give constructive feedback, be specific and offer clear suggestions
- Draw on your experiences, both as a student and as a professional
- Be honest about your time commitments and let your mentee know if you are going to be out of contact for any period of time – for example during holidays.

Discussion starters

Your mentee may or may not have a clear idea of their future career plans. Ask if they have researched roles within the industry and whether they have any existing work experience.

Guidelines for mentors

Mentors should:	Mentors should not:
<ul style="list-style-type: none"> • Provide relevant advice, feedback and professional insights • Offer support over a pre-determined timescale • Give one-to-one guidance which respects confidentiality • Make suggestions for further career exploration or professional development. 	<ul style="list-style-type: none"> • Provide financial support or feel obliged to provide employment opportunities • Complete work on behalf of the mentee • Make decisions on behalf of the mentee • Act as a counsellor for personal issues (if you have any concerns, please contact your named supervisor) • Take the place of a tutor or academic advisor.

Guidelines for mentees

Mentees should:	Mentees should not:
<ul style="list-style-type: none"> • Be proactive and make initial contact with their mentor following introductions • Be mindful of their mentor's work commitments and allow sufficient time for responses • Agree objectives for the mentorship and be open about areas for development • Be prepared to share insights which could benefit the mentor as part of establishing a two-way professional relationship. 	<ul style="list-style-type: none"> • Ask their mentor's views on the quality of their academic work • Make direct approaches relating to employment unless opportunities are raised by the mentor • Introduce/refer the mentor to other students at BU • Share details of the mentor's advice/experiences publicly, including via social media.

Support



Support

The Alumni Relations Team is here to support all of our mentors and mentees. For more information, ideas or inspiration relating to your mentorship, please get in touch. If you feel at any stage that you are no longer able to take part in the Alumni Mentoring Programme, then please contact us.

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