



## **My Trinity Connect Informal Mentoring Program**

### **FAQs**

#### **MENTORS**

##### **HOW DO I SIGN UP?**

Please follow the steps outlined on the Trinity College website to sign up to My Trinity Connect via your LinkedIn profile. Other sign in options are available.

##### **DO I HAVE TO BE IN MELBOURNE TO PARTICIPATE?**

Not at all. The program is designed to operate on a global level. You can connect with other Trinitarians via phone calls, email, Skype, Facetime, Google Hangouts etc.

##### **WHAT IS EXPECTED OF ME AS A MENTOR?**

Mentees are expected to drive the mentoring relationship and explain their reasons for seeking a mentor when they request mentorship from you. Their objectives should be very clear from the outset. However, the frequency and style of contact is determined by both you and your mentee.

As a mentor, we ask that you:

- Are patient and encouraging
- Communicate clearly and honestly
- Practise cultural sensitivity
- Practise active listening skills
- Share your own experiences and the lessons you've learned
- Help mentees find their own solutions to any challenges they are facing

Throughout the year we'll provide guidance on effective mentorship techniques and discussion topics for you to use as inspiration.

##### **WHAT IF I DON'T RECEIVE ANY MENTORING REQUESTS?**

We encourage you to complete your My Trinity Connect profile by including all relevant professional, academic, and volunteer experience. You also have the opportunity to answer the questions "Why would you like to mentor a current student or young alum?" and "What do you hope to offer as a mentor?" This will provide others with the best information to gauge mentoring fit. If you do not receive a mentoring request, the Trinity Careers and Alumni Office has many other opportunities for you to volunteer your time and expertise. Please contact [careers@trinity.unimelb.edu.au](mailto:careers@trinity.unimelb.edu.au) for more information.

##### **WHAT IF I RECEIVE MORE THAN ONE MENTORING REQUEST?**

You have the opportunity to review each potential mentee's profile before confirming a request. You can accept as many mentees as you feel fit to mentor and do have the option to decline a request if your schedule is overly demanding or you think it's not the right fit.



Once you have approved a request for mentorship, you can unselect the 'Willing to be a mentor' box in your profile. Simply click on the 'Me' tab on the top menu bar, click 'Update my profile' and uncheck 'Willing to be a mentor'. This will signal to others that you are no longer available for mentoring.

### **WHAT IF I HAVE CONCERNS ABOUT THE MENTORING RELATIONSHIP?**

We encourage you to talk to your mentee about any concerns you have first. If they remain unresolved, please contact the Careers & Alumni Office to seek guidance and advice as soon as possible: [careers@trinity.unimelb.edu.au](mailto:careers@trinity.unimelb.edu.au).

## **MENTEES**

### **HOW DO I SIGN UP TO BE A MENTEE?**

Please follow the steps outlined on the Trinity College website to My Trinity Connect via your LinkedIn profile. Other sign in options are available.

### **DO I HAVE TO BE IN MELBOURNE TO PARTICIPATE?**

Not at all. The program is designed to operate on a global level. You can connect with other Trinitarians via phone calls, email, Skype, Facetime, Google Hangouts etc.

### **WHAT IS EXPECTED OF ME?**

The onus is on you to drive the mentoring relationship. By signing up to My Trinity Connect, you have the opportunity to review alumni profiles to find a mentor who matches your interests and mentoring goals. Once you find one, click on his or her profile and send a message to request mentorship. Please make sure you personalise your message and be specific about your reasons for contacting him or her. From there, he or she will review your mentoring request and respond accordingly.

Throughout the year we'll offer guidance on how to make the most of a mentoring relationship and provide discussion topics for you to use as inspiration.

### **HOW DO I SEARCH FOR MENTORS?**

You can search and review mentor profiles on My Trinity Connect using the Directory tab:

- Click on "Refine your search" and select "Willing to be a mentor"
- You can filter your search using the following categories:
  - Study: field of study, degree, grad year, communities
  - Work: position, company/institution, industries
  - Location: city, state, country
  - Keyword search



### **IS THERE A LIMIT TO HOW MANY MENTOR REQUESTS I CAN SEND?**

Not as such. However, we kindly ask that you are mindful of the number of requests you send at any one time. Please avoid retracting requests made to others in the Trinity community.

### **WHAT IF THE MENTOR I WAS INTERESTED IN CONNECTING WITH IS NO LONGER AVAILABLE?**

All community members are able to turn off the 'Willing to be a Mentor' functionality when they are no longer in a position to accept mentor requests. You will need to wait until they turn the functionality back on again.

### **CONVERSATION STARTERS?**

One approach could be an informational interview. Questions could include:

- What are you passionate about?
- What was your best and worst networking experience?
- What would you look for in someone starting out in your field?
- Common mistakes made by applicants?
- What would you have done differently in your career?
- Common misconceptions about working in your field?

### **WHAT IF I HAVE CONCERNS ABOUT THE MENTORING RELATIONSHIP?**

We encourage you to talk to your mentor about any concerns you have first. If they remain unresolved, please contact the Careers & Alumni Office to seek guidance and advice as soon as possible: [careers@trinity.unimelb.edu.au](mailto:careers@trinity.unimelb.edu.au).