



CAREER MENTOR PROGRAM

DRAFT GUIDELINES FOR MENTOR & MENTEE

A GENERAL
HANDBOOK PREPARED FOR
OUR DEDICATED MENTORSHIP
MEMBERS

Prepared by Mentoring Coordinators and Mentors
together with the Administration and Communication
Working Group, in a joint effort with members of the
Mentoring Admin Working Group
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The Career Mentor Program

What & Why Mentoring?

The primary goal since the MIAB career mentor program was first developed is to help MFAc students or recently graduated alumni better develop their career paths, by connecting them with experienced and committed professionals.

By having mentoring relationships, we expect a mutual willingness of learning, sharing, and exploring whatever our mentor and mentee participants perceive they would need to help them grow and enhance their overall career development skills.

Despite many evident benefits for our mentees, mentors can also gain many advantages by being given the chance to:

- Develop their leadership and communication skills
- To learn from mentees, and reflect on recent developments MFAc students have learned
- Reflect on their own knowledge and profession
- Recognize and get connected to potentially qualified employees
- Provide valuable service to mentees and the MFAc Program by being influential in the development of mentee career paths
- Participate in MIABs boards and working groups where there are many networking opportunities
- Collaborate with the Program and its students to build the MFAc brand

Mentors of this programs are seen as trusted guides who act as a source of knowledgeable and skill. Mentees will also be matched and assigned to the best available mentors so that they can receive valuable advice and encouragement.

A mentor, however, is not designated for the mentee(s) to be given a job, or personal tutoring for their courses.

How Does the Career Mentor Program Work?

How & Who We Match

We welcome any appropriately qualified and interested person to participate in this program as a mentor. We also welcome any MFAc student or recent grad who is interested to participate as a mentee.

We will do our best to match a mentee with an appropriate mentor. To do this we send mentors information provided by potential mentees such as completed surveys and questionnaires, bio(s), transcript(s), resume(s), mentorship preferences (e.g., in a small group or individually), along with confidentiality agreements which will be signed by the mentors and Appendix 1 which provides information about the mentors as well. Once a mentor has accepted a mentee, the mentor will sign and return the required confidentiality agreement and Appendix 1. Then, we will contact the mentee who is successfully matched to the mentor including the mentor's information, such as contact information, current job position (if applicable), professional background, work experience etc.

As soon as the mentee accepts we will send a confirmation email to both of the mentor and mentee(s). The mentoring can commence.

Students are not currently required to sign the mentee confidentiality agreements with the University since they are bound by the University rules governing student conduct and obligations.

Mentoring Sessions

We leave it to the mentor, in consultation with the mentee, to decide on how they will have their sessions (e.g. in person or through internet-based platforms), how frequently they will meet, and how long they will meet for each of the mentoring sessions. Once the mentor and mentee(s) have agreed on their choice of mentoring delivery, the mentor is asked to kindly inform us at miabment@yorku.ca of their joint decision.

Student Preparation

The mentees are expected to spend a sufficient amount of time to prepare prior to their mentoring sessions. The following need be prepare by the mentee before each mentoring session.

- An updated plan of how and what they are going to do in the near future for their career-related activities

- An updated list of questions to the mentor(s)
- A statement of what they wish to learn and develop from the mentor(s) at the session

The following are expectations of an active mentee during mentoring:

- Be responsible, avoid procrastination, and be willing to listen to justified opinions
- Remember to be open-minded to and encourages opinion and feedback
- Actively explore with and learn from new pathways to career success
- Actively get enrolled in each of the mentoring sessions (Mentoring sessions are normally at least monthly, and each session normally lasts at least 45 minutes)
- Gives prompt feedbacks to the mentor to adjust their mentoring sessions accordingly
- Consolidates the regular feedbacks given by the mentor
- Tries not to be disrupted during mentoring sessions, actively tracks progress, and shows interests in having advice from the mentor
- Promptly respond to evaluation surveys and requests and showing commitment in general.

Mentor Preparation

By participating in this Career Mentor Program, we expect mentors to:

- Show strong communication skills and be enthusiastic in conducting each of the mentoring sessions
- Receive and prepare answers to questions from the mentee(s)
- Help our students set up their long, medium, and short-term objectives in terms of skills development, industries, and pathways
- Be happy to share perspectives, ideas, knowledge, and skill
- Act as a reliable role model who the students can learn confidently from about what are the best practices in their profession and career advancement generally
- Be willing to explore, with the mentees, means of developing more professional practices as well as current and prospective fields of mutual interest
- Help students explore potential occupational options

- Promptly respond to evaluation surveys and requests and showing commitment in general

Evaluation & Feedback Mechanisms

After two mentoring sessions, we will supply each of the mentors and mentees with a survey that evaluates the overall effectiveness of their sessions to help us improve our Career Mentoring Program and to provide relevant feedback to mentors and mentees.

Other Career-Related Resources

There are many seats open to MFAc students to enroll in Career Skill Sessions, which are offered free of charge. These Sessions are another opportunity for students to develop their career and internship skills as well as help expand their networking opportunities.

For all alumni, if you are interested in renewing your ties with us after your graduation from the program, please do not hesitate to ask us about professional development opportunities, upcoming events, participating in panel discussions, mentoring and other activities where your attendance will be much appreciated.



Career Mentor Program; MFAc Internship Advisory Board
216 Atkinson Building, York University,
4700 Keele St, Toronto, ON, M3J 1P3
miabment@yorku.ca

Appendix 1 - Alumni / External Career Mentor Application Form

* Required

1. What is your registered name? *

2. What is your current employer? *

3. What is your email address? *

4. What is your phone number? *

5. When was your Graduation (MM/YEAR)? *

6. What is your Degree? *

7. What is your current position? *

8. What are your objectives/outcomes of joining the Career Mentor Program? *

9. Please list your field(s) of expertise (ex. insurance, banking, non-profit, consulting, public sector, auditing, IT, etc...)? *

10. Please list your skills and knowledge that you think might be helpful to share with current Mentees (ex. Excel, public speaking, confidence building, etc...) *

11. What are your expectations of your mentee? *

12. Do you prefer individual mentoring or small group mentoring (2-3 students): *

- Individual mentoring
- Small group (2-3 students)

13. Any additional concerns/issues/comments: *

14. How would you like to communicate with the Mentee (Click as many as you want)? *

- Virtual Meeting
- Phone Call
- Email
- In Person Meeting

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Appendix 2 - Student and Alumni Mentee Application Form

Student applicants, please make sure your documents in the Precourse or Orbis are up to date

Alumni applicants, please attach your resume

* Required

1. What is your registered name? *

2. What is your student or former student number? *

3. What is your email address? *

4. Which term are you currently in? *

5. When is/was your MFAc Graduation (MM/YEAR): *

6. What is your Undergraduate Major? *

7. What is your previous working experience? *

8. What are your objectives/expected outcomes of joining the Career Mentorship Program?
(e.g. resume writing, communication, interview, and networking) *

9. Write a short paragraph about yourself, which might help a mentor to know you: *

10. What skills do you want to learn from your mentor? (Excel, public speaking, confidence building, etc.) *

11. What are your expectations of your mentor? (e.g. professional background, experience fields, ethical, organized, etc.) *

12. Any other Concerns/Issues/Comments? *

13. How would you like to communicate with the Mentor (Click as many as you want)? *

- Virtual Meeting
- Phone Call
- Email
- In Person Meeting

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Appendix 3 - MIAB – Career Mentoring Sessions Mentor Opinion Survey (One for Each Mentee)

PLEASE COMMENT AS MUCH AS POSSIBLE

* Required

1. What is your name? *

2. With respect to which mentee are you completing this survey? *

3. How do you rate the mentoring sessions so far? *

- Excellent
- Good
- Average
- Below Average
- Poor

4. Please rate the administration of the mentoring sessions (including publicity, registration, information, etc.): *

- Very satisfied
- Somewhat satisfied
- Neutral
- Somewhat dissatisfied
- Very dissatisfied

5. What is the average duration of each mentoring session? *

- Less than half an hour
- Between half an hour and one hour
- More than one hour

6. What are the strength points on your mentee? *

7. How do you rate your mentee? *

- Excellent
- Very good
- Good
- Poor
- Very poor

8. Justify your rating for Question 7 *

9. What suggestions would you provide to your mentee? *

10. Do you have other comments and suggestions regarding the mentoring sessions and MIAB? *

Appendix 4 - MIAB – Career Mentoring Sessions Mentee Opinion Survey

PLEASE COMMENT AS MUCH AS POSSIBLE

* Required

1. What is your registered name and student number? *

2. With respect to which mentor are you completing this survey? *

3. How do you rate the mentoring sessions? *

- Excellent
- Good
- Average
- Below average
- Poor

4. Please rate the administration of the mentoring sessions (including publicity, registration, information etc.): *

- Very satisfied
- Somewhat satisfied
- Neutral
- Somewhat dissatisfied
- Very dissatisfied

5. What are the mentor's strengths? *

6. How do you rate your mentor? *

- Excellent
- Good
- Average
- Below average
- Poor

7. Please justify your rating for Question 6 *

8. What suggestions would you provide to your mentor? *

9. Do you have other comments and suggestions regarding the mentoring sessions and MIAB? *

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