What is the Career Mentoring Scheme?
The aim of the scheme is career focused. The aim is for your mentor to provide encouragement and motivation and achieve career-focused goals. Taking part also involves confidence building within a professional environment, developing employability skills and preparing for a successful transition to graduate-level employment.

How long is the scheme?
The scheme runs for 6 months where the mentee and mentor aim to have a minimum of 2 hours of contact time per month. The scheme runs from January to June 2014, with a review midway and an award ceremony in June.

What does contact time include?
This can include emails, telephone and Skype meetings. However, face to face meetings at the mentor’s office space are highly recommended.

Do meetings have to be face to face?
Although face to face meetings are the preferred method, meeting types can include telephone, Skype and emails. You will be issued with a workbook with examples of activities but are not required to follow.

Where shall I meet with my mentor?
Face to face meetings must take place in either an office within your mentor’s organisation or a coffee shop nearby. Under no circumstances should the meetings take place in a personal home.

What type of activities would I be doing with my mentor?
Usual activities may include checking over a CV, interview techniques ahead of an interview, networking advice and office tours. The aim of the scheme is not for the mentor to offer or find opportunities for the mentee.

Examples of past mentoring activities include:
- One-to-one discussions, goal setting and action planning.
- Office tour and introduction to colleagues.
- Simulated job application and feedback.
- Simulated interview and feedback.
- Insights into specific areas of employment.
- Advice on skills development.

What would be a good activity to start with?
Office tours and setting goals are always a good start.

It is my mentor’s responsibility to find me a job?
It is not the responsibility of the mentor to find any type of employment for the mentee. The aim of the scheme is to assist you with your job search. For example, interview techniques ahead of a real interview.

How do I get in contact with my mentor?
You apply to take part in the scheme in November and you are matched with your mentor by December. It is then your responsibility to contact your mentor to set up a first meeting once the Business School Employability Office has sent you your mentor’s contact details.
What company will my mentor be from?
The University of Greenwich works with a wide range of employers and your mentor could be from any of our partner organisations. It is the quality of the mentor and the advice you gain from taking part in the scheme that counts – not the notoriety of the company your mentor works for.

How are students matched with mentors?
The Business School Employability Office (BSEO) looks at the mentor’s and student’s application forms for matches. However, it is not always possible to match according to requirements.

What are my commitments to the scheme?
If you do not attend 2 consecutive meetings, you will be withdrawn from the scheme - you must keep in regular contact with your mentor. Remember that your mentor is taking time off to help you – these are professional individuals and you must respect their time. You must also act in a professional matter – your mentor is not a friend. They are there to advise you.

What if my mentor does not reply to my emails or doesn’t turn up?
The Business School Employability Office takes non-attendance and lack of commitment very seriously. You should let us know immediately so the BSEO can intervene.

Can I apply again if I already applied this year?
No – if you have already applied to take part in the Career Mentoring Scheme for 2013-2014, please be patient while the team processes your application. If you have any queries about your original application, please contact mentoring@gre.ac.uk.

I am interested. How do I get involved?
Please follow the link below to complete the application form.
Deadline for application is 15th November 2013
http://www.surveymonkey.com/s/UoGmentoring

Contact Details:
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The Business School Employability Office
Queen Mary 245
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Contact Person:
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