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MENTOR MATCH

A GUIDE FOR MENTORS



We can describe the point of mentoring as...

“To support and encourage people to manage their own learning in order that they may maximise their potential, develop their skills, improve their performance and become the person they want to be.”

Eric Parsloe, The Oxford School of Coaching & Mentoring, 2008



What is a mentor?

A mentor is an experienced guide who can provide support, counsel, reinforcement and a constructive example. Mentors are good listeners, who want to help their mentees realise their potential and capitalise on their strengths.

A mentor is someone exactly like you.

As a mentor, you might help a mentee:

- ✓ Gain insight into a professional area.
- ✓ Prepare for job applications or interviews.
- ✓ Explore different career options.
- ✓ Set career goals and start taking steps to realise them.
- ✓ Strengthen communication skills and empathy.
- ✓ Gain commercial awareness, e.g. about trends, or industry and customer needs.

Mentoring is also:

- ✓ Voluntary.
- ✓ A partnership between a mentor (you) and a mentee (our student).
- ✓ Based on mutually agreed guidelines of behaviour.
- ✓ A relationship relying on shared trust and respect.
- ✓ A learning process for all involved.
- ✓ A chance for both mentee and mentor improve their self-awareness.

Your registration and our process

You'll be asked to create a mentorship profile when registering. The more detail you can provide the better as it will help us match you to potential mentees.

As well as some detail about your work and interests, we'll ask for...

- ✓ A summary of your professional experience.
- ✓ An outline of the qualities you hope to find in your ideal mentee.
- ✓ Details of any specific challenges you be able to provide guidance on.



How does it work?

- ① Our selection process starts with the student. This means that we find out what *they* want to achieve through the process – what their challenges and ambitions are. We'll also take into account any preferences they have regarding mentors.
- ② Once we find a potential mentor, we'll talk to the student first. We won't share names or contact details, but rather provide a summary of your profile.
- ③ If the student agrees with the match, then we'll approach you, the mentor, with a summary of their profile and to check you're still able to take part in the programme.
- ④ And if you can, then a match is made!
- ⑤ When this happens, we'll share your full profiles (and your email address) with each other and you'll both be invited to meet at our kick-off in October 2018.

About the Mentor Match kick-off

The kick-off will bring together all our mentees and mentors. We'll talk about the pilot, suggest areas to focus on and provide a little advice. You'll also have the opportunity to network with the other mentors, and immediately after the kick-off there'll be an opportunity to get together with your mentee to start the mentoring process.

You and your mentee may decide to meet before the kick-off and begin shaping your partnership. This is perfectly OK – as long as it suits you both, and you've both read the guidelines.

Who does what in a mentorship relationship?

Your responsibilities

Mentees will have the following expectations about you:

- ✓ You're an enthusiastic participant, committed to the project.
- ✓ You'll help establish their objectives, and offer support to reach them.
- ✓ You're open about what you expect and your own goals for the relationship.
- ✓ You'll encourage, as far as possible, their full potential, providing them with relevant information and support.
- ✓ You'll encourage them to act independently – not to rely on you for everything.
- ✓ You'll stay in regular contact and respond to messages – within 3–4 working days.

Mentee responsibilities

You should have the following expectations about your mentee:

- ✓ They'll cultivate a professional and healthy mentoring relationship.
- ✓ They'll 'set the agenda', identifying objectives with your engagement and support.
- ✓ They'll maintain contact with you – if they have a busy period when they won't be in contact, they'll let you know about it.
- ✓ They'll respect your commitments – engagement should be at the level you both agree when you start.
- ✓ They'll let you know about any progress or developments that result from your partnership.



Shared responsibilities

Although *mentees are primarily responsible* for making the most of the opportunities presented through Mentor Match, both of you share a responsibility to keep your relationship productive and meaningful.

You should hold the following expectations about each other:

- ✓ You'll keep shared information confidential – neither of you should share it with others unless you have permission, or you have safety or legal concerns.
- ✓ You'll let us know when you need our help to resolve any challenges getting in the way of your partnership.
- ✓ You'll complete our evaluation process, helping us develop Mind Match and celebrate your successes.
- ✓ You'll be responsible for your own actions – conducting your relationship in a professional, safe and productive manner.

Expectations and goal-setting

When you first meet it's important to get to know a little about each other so you can start building trust and respect.

We don't recommend being overly personal, but sharing some of your likes or dislikes and finding some common ground can be helpful.

When it comes to setting expectations and goals, you can help your mentee:

- ✓ Identify strengths and weaknesses – explore what their needs and areas of development might be.
- ✓ Set realistic goals, as well as reasonable time frames to achieve them.
- ✓ Consider the most appropriate ways of achieving these goals – who will do what, and when?

Reliable and regular contact between you and your mentee is more important than frequency, which can vary at different stages of your partnership. As a guide, we recommend that you communicate with each other twice a month, unless you agree otherwise.

Ways of staying in touch could include email, video- and phone-calls, as well as meeting in person.

If you meet your mentee in person, always meet in a public place and ensure both of you have let someone else know about it.

Ground rules

Together, you should establish the ground rules that will form the basis of your partnership.

For example, you'll both need to agree on the frequency and methods of communication. Between you, you should agree expectations and shape a realistic framework for your mentoring relationship – one that will help you both get the most out of it.

Evaluation

During the mentorship period we may reach out to either of you to find out how things are going, to offer assistance where necessary, and to help improve the scheme as a whole.

Our official evaluation will take place as the mentoring process is drawing to a close, and you'll both be asked to complete an online survey. This should be seen as an opportunity to look back and recognise what you've achieved together.

Even if you encountered challenges or your association did not last for long, be positive in your final analysis and consider areas of accomplishment.

If you decide to continue your mentoring relationship outside of our pilot, we'd love to know how you get on and receive news about your success. By sharing this with us, you could help us inspire and encourage future mentors and mentees.



Photo: Linus Grabö

Support and safe-keeping

If you face any challenges or things aren't progressing as planned, your first option may be to talk to each other to see if you can solve these between you.

If this doesn't work or it isn't appropriate, either of you can talk to us at any time. If possible, we'll help you resolve the challenge together. And if necessary, we can help you bring the mentorship to a close in a productive way.

Never put yourself or your mentee at risk. If you have any worries about safety or wellbeing of your mentee, please recommend that they take advantage of the existing support and advice available to them at the University. They can find details about this online by visiting www.oru.se/student/stod-under-studietiden/

To get in contact with us directly at any point,
you can email us via alumn@oru.se

The mentorship programme is a voluntary and independently-conducted partnership between you and your mentee. Whilst we cannot accept responsibility for the conduct of individual mentees and mentors, we will endeavour to provide both of you with support in terms of guidelines, advice and evaluation.

Your details

We will respect the confidentiality of any information you provide to us (Örebro University), and only collect information you allow us to by participating in Mentor Match.

The data we collect and process is the information you provide in your online application, and helps us ensure you get the best value from the support, services and opportunities we can offer, as well as helps us monitor and evaluate our activity. As an existing or past student, or supporter of the University, we'll save your information with relation to our ongoing student, alumni, collaboration and mentorship programmes.

Unless you've opted out of communications, we'll occasionally provide you with updates, news and opportunities – by email, post or other channels – relating to alumni, stakeholder, mentorship or other University activity that may prove of interest. This data statement does not replace any other data statements you may have agreed with the University. For a more detailed description of why and how we safeguard your details, please visit our full privacy policy:

www.oru.se/dataprotection

The page provides full details of your rights, what you can expect of us and how you can get in touch with us with any questions or requests.





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