MENTOR MATCH
A GUIDE FOR MENTEES

ÖREBRO UNIVERSITY
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 you with support, counsel, reinforcement and a good example. Mentors are listeners, who want to help you realise your potential and capitalise on your strengths.

A mentor might help you:

√ 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 your communication skills and empathy.
√ Gain commercial awareness, e.g. about trends, or industry and customer needs.

Mentoring is also:

√ Voluntary.
√ A partnership between a mentee (you) and a mentor (one of our alumni or supporters).
√ 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 mentors.

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

✓ What kind of profession or industry area you’re interested in.
✓ An outline of the qualities you hope to find in your ideal mentor.
✓ Details of any specific challenges you might face.
How does it work?

1. Our selection process starts with you. This means that we find out what you want to achieve through the process – what your challenges and ambitions are. We’ll also take into account any preferences you have regarding mentors.

2. Once we find a potential mentor, we’ll talk to you first. We won’t share names or contact details, but provide you with a summary of the mentor.

3. If you agree with the match, then we’ll approach the potential mentor, provide them with a summary about you and check they’re still able to take part in the programme.

4. And if they 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 September 2017.

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 mentees, and immediately after the kick-off there’ll be an opportunity to get together with your mentor and start the mentoring process.

You and your mentor 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

Your mentor will have the following expectations about you:

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

✍ Mentor responsibilities

You should have the following expectations of your mentor:

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

Although you 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 both 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 both let us know when you need our help to resolve any challenges getting in the way of your partnership.

✓ You’ll both complete our evaluation process, helping us develop Mind Match and celebrate your successes.

✓ You’ll both 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, your mentor can help you:

- Identify strengths and weaknesses – explore what your 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 mentor 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, Skype and phone calls, as well as meeting in person.

If you meet your mentor 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 mentees and mentors.
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 mentor at risk. If you have any worries about safety or wellbeing, please take advantage of the existing support and advice available to you here at the University. You can find details about these at www.oru.se/student/stod-under-studietiden/.

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

The mentorship programme is a voluntary and independently-conducted partnership between you and your mentor. 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.

We will not disclose any of your personal data to any third party outside the University unless you consent to it, or we’re required by law to do so. 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.

You have the right, under section 26 of the Personal Data Act (1998:204), to be informed free of charge and once a year, of the personal information we hold and use about you, and how we’ve used it. An application for this must be in writing, signed, and addressed to us. You also have the right to ask us to correct the data we hold about you, as per section 28 of the Act.