

MENTOR MATCH

Your guide





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

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 might help a mentee (our student):

- Gain insights into in a particular profession or sector.
- 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 and a mentee.
- 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 on www.orucommunity.se. The more detail you can provide the better as it will help us match you to the best possible partner.

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

- A summary of your professional background and experience.
- Details of any specific challenges you either face (mentees) or are able to provide guidance on (mentors).
- Which language you're comfortable conducting your mentoring in – Swedish, English or both.



Photo: Terése Andersson

How does it work?

- 1 Our selection process starts with the student. This means 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 We then review our pool of mentors and create potential pairs based on the mentees interests, challenges and ambitions.
- 3 We contact each pair with details about the match – and your Mentor Match partnership has begun!
- 4 At that point, you'll be invited to attend the Mentor Match Kick Off in October.
- 5 When it's not possible to make a direct match, we still might offer you a mentoring partner. The feedback we've had is that these more general mentoring partnerships are also rewarding and insightful experiences.

About the Mentor Match Kick Off

The Kick Off brings together both mentees and mentors. We'll talk about mentoring, suggest areas to focus on, how you might structure your meetings and provide some general advice.

After the Kick Off, there'll be the chance to chat with your partner or other participants over a cup of coffee.

The Kick Off takes place on campus, but if you can't attend in person then don't worry – we'll make sure a recording of it is available on the mentoring portal afterwards.

Who does what in a mentorship relationship?

Your responsibilities as a mentor

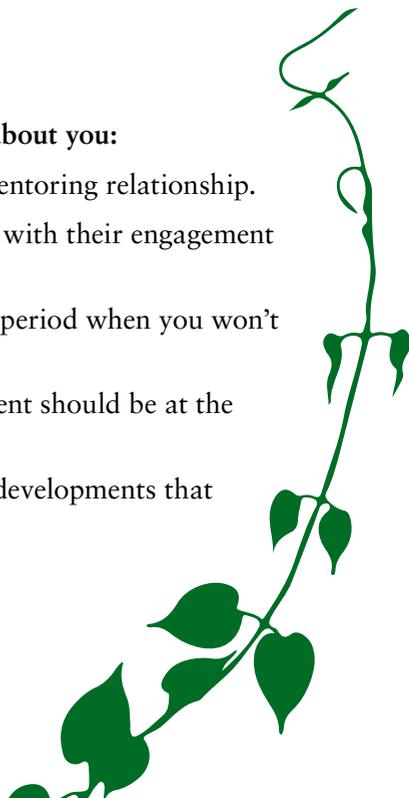
Mentees will have the following expectations about you:

- 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.

Your responsibilities as a mentee

Mentors 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.





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 Mentor 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, together you should:

- Identify strengths and weaknesses – explore what the mentee's 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 is more important than frequency, which can vary at different stages of your partnership.

As a guide we recommend that you meet about once a month, and stay in touch at least once between meetings by email, video- or phone-calls. When possible, the date and time of your next meeting is something to agree at the end of every meeting.

You can choose to meet in person or digitally. If you meet 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, 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: Jonas Classon

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.

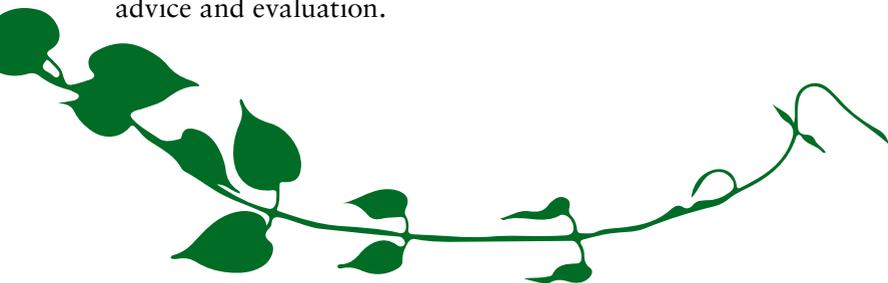
If this doesn't work or it isn't appropriate, either of you can talk to us at any time. If possible, we'll help you resolve the challenge together. And if necessary, we can help you bring the mentorship to a close in a productive way.

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

Mentor Match and the coronavirus: Remember to follow the latest guidance from Sweden's Public Health Agency.

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 partner. 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.



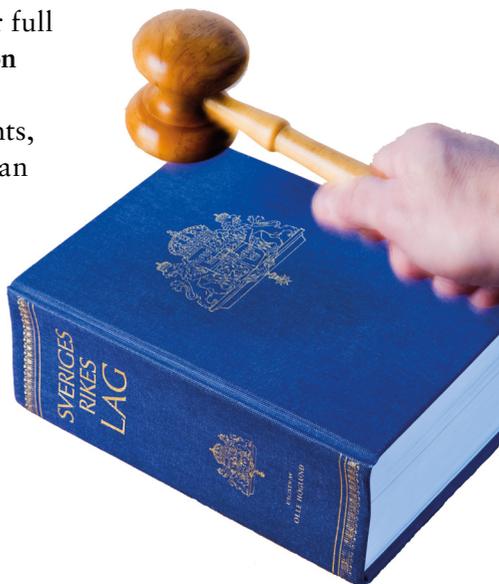
Your details

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.





PLANT A SEED TODAY!
Register at www.orucommunity.se