Heriot-Watt University Career Mentoring Programme

Frequently Asked Questions

1. **What will be expected of me?**
The more you put into it the more you will gain from the experience. Meetings with your mentor could cover any of the following:
   - Discussing career options and suggestions of how to achieve them.
   - Asking questions to gain an insight into the world of work e.g. case study material or opportunities for work shadowing
   - Discussing how specific elements within your studies relate to the profession and the role(s) your mentor has experienced.
   - There may be the opportunity for your mentor to introduce you to their work colleagues and networking with practitioners.

More information is available in the “Guide for Mentees” booklet which is available from the Careers Service.

2. **I am interested in signing up to the Mentoring Programme. What should I do?**
Use the on-line application form to make your application. You need to be logged on to the Heriot Watt University network to view the list of Mentors and make your application. If you need any help or advice to complete the application please email.

3. **Can I apply to be matched with a particular Mentor?**
Yes. Details of all the Mentors are available to view on-line. If you find a Mentor(s) you would particularly like to be paired with you can state your preferences using the individual reference number listed for each Mentor and, where possible, we will try to match according to your choice.

4. **How do you conduct the matching up process?**
You will be matched to a Mentor based on the information you provide on your Application Form, including your career interest(s), course of study at Heriot-Watt University and what you wish to achieve from your Mentoring relationship.

5. **I have just applied to be a Mentee and would like to know what will happen from this point forward?**
The information on the Mentee Application Form will be used to match you with a suitable Mentor. You will be notified of any suitable match, and then given your Mentor’s name and contact details. Simultaneously the information you provided on the Mentee Application Form will be provided to your assigned Mentor.

**The onus is on you to make the first contact with your Mentor.** If you require any assistance or advice with regards to making contact please email mentoring@hw.ac.uk or phone 01896 892157. Thereafter, you and your Mentor agree on a mutual basis at least three further ‘contacts’ up to the end of May. Additionally, you may wish to complete a proforma Diary Sheet every time a meeting with your Mentor takes place. This serves as a useful tool for monitoring the progress of the meetings. It is also helpful if you and your Mentor keep a copy of any e-mail correspondence.

The Mentoring Coordinator will contact both you and your Mentor, either by telephone or email, to ensure that everything is running smoothly.
6. **I am a little apprehensive about making the first contact.**
You may feel a little nervous about approaching your Mentor but we encourage you to make the initial contact as this will develop your experience and confidence in handling this type of situation.

It is worth noting at this stage that your Mentor would have been informed that you are his/her assigned Mentee, and would be anticipating your call or email.

**Please do not put off contacting your Mentor** — If you are finding it difficult to take the first step contact the Careers Mentoring Programme Co-ordinator email mentoring@hw.ac.uk or phone 01896 892157.

7. **What should I do if I have any questions or problems either during the application process or once I am matched with a Mentor?**
Contact the Mentoring Coordinator email mentoring@hw.ac.uk or phone 01896 892157 as soon as any problems arise so that we can try to answer your questions or try to sort things out.

8. **I signed up as a Mentee but I have not been assigned a Mentor. What should I do?**
Ideally we would like to match every student up with a Mentor, however it is a difficult task to get sufficient numbers of suitable Mentors to volunteer their time and energy to participate in this programme. In the event that you are not initially matched we will contact you to let you know and we will endeavour to recruit additional Mentors to the programme so that hopefully we will be able to connect you with an appropriate Mentor.

9. **I was attracted to this Mentoring Programme because of the possibility of Work placements. However, my Mentor is not in a position to offer such placements. What should I do?**
This programme often attracts students because of the possibility of a summer work placement or job shadowing opportunities. However, this is one possible benefit of the programme and is not guaranteed. You can still use your Mentor to gain valuable insights into the world of work and get additional support with your career ideas and plans.

10. **Can we continue this relationship after the end of the academic year?**
Of course you can - there is nothing to stop you from maintaining the friendship with your Mentor as long as both parties are happy to do so. This would also be fulfilling one of the aims of this programme – to widen the network of contacts both of the Mentor and the Mentee. However, we very much hope that your Mentor will come back the following academic year to begin a new relationship with another student. Hence, the official end to the programme each May.

‘If you have any further questions, please contact:

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