













Agenda



Introduction: Mentoring Guideline

- ✓ Goal of the mentoring program
- ✓ What defines a good mentor?
- ✓ What makes a good mentee?
- ✓ The first meeting
- ✓ ISM tools
- ✓ Important
- ✓ Contact
- ✓ Q&A Session

Goal of the mentoring program



Build up your own network



Get to know the life and work experience of the alumni

Get a closer look on the wishes and needs of young talents

What defines a good mentor?





FAQ mentor



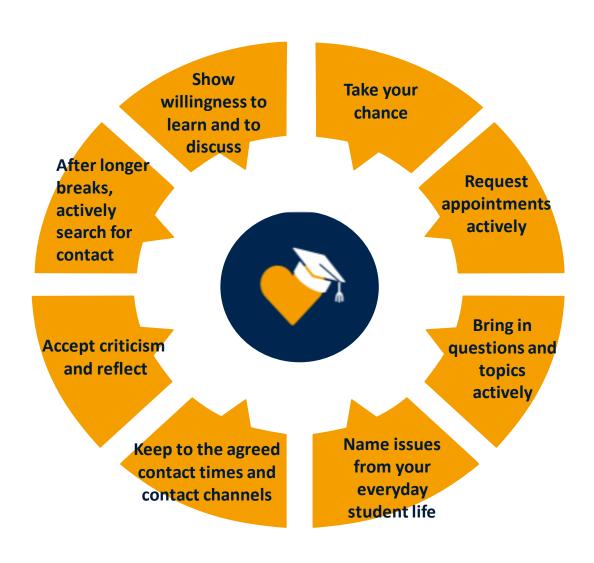


"core conversation" - self-reflection

- ✓ How did you get the idea to do an internship at XY?
- Why do you think this internship will help you and what goal will it help you achieve?
- ✓ What have you done so far to achieve your goal?
- ✓ What does everyday life actually look like in this internship?
- Why did you choose these courses?
- ✓ What topic are you interested in for your thesis?

What makes a good mentee?





FAQ mentee





Possible questions from you as a mentee

- ✓ Which major field of study should I choose?
- ✓ Is an internship at XY or Z more suitable for me?
- Should I write my thesis with a company?
- ✓ What do I really want? What is my overall goal?
- Traineeship or direct entry?
- ✓ Which skills are important especially during the corona crisis? How can I differ from other employees or applicants?
- ✓ Do you have any tips on how to create a professional presence on LinkedIn and XING?
- ✓ What is an efficient way to prepare for my exam?

The first meeting

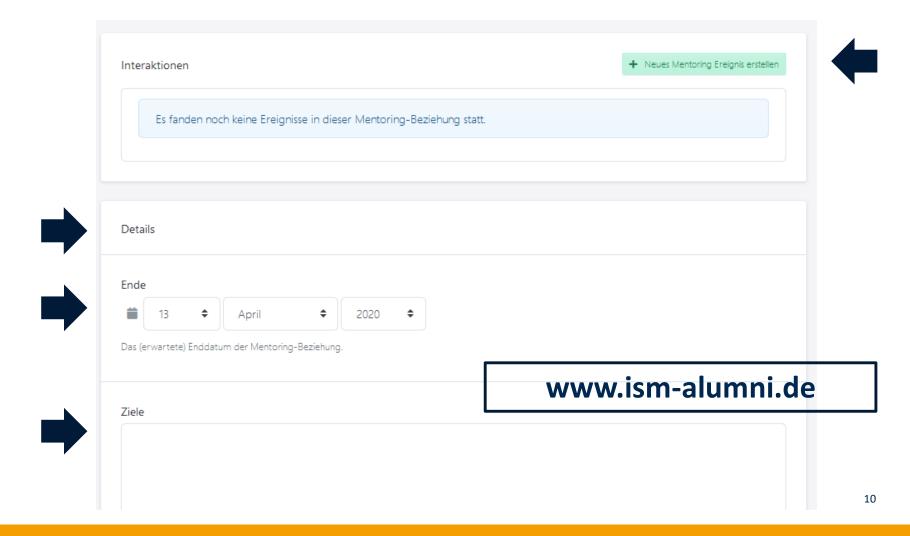


- When? Ideally within two weeks after matching
- How? Face to face, by phone, via zoom or another video conference tool
- What?
 - Do a short self-introduction
 - How often should we exchange information?
 - What medium do we want to use for exchange?
 - Which media are used to make appointments?
 - At what times is contact ideal or undesirable?
 - On which topic should the mentor provide support?
 - How should the mentoring meetings be prepared? By whom?

ISM tools



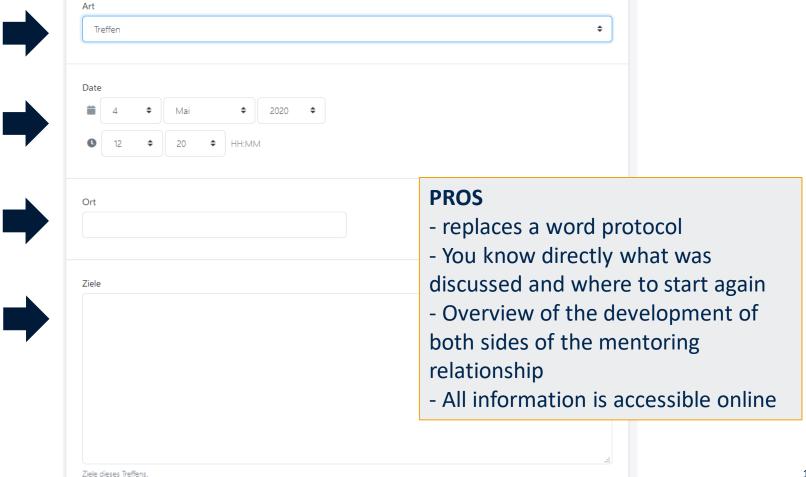
Setting general goals for the entire mentor-mentee relationship



ISM tools



Determination of framework conditions for individual appointments



Notes on communication





In case of **rejection**, please provide constructive **feedback** to applicants.

Constructive feedback should include:

- Specific reason
- Examples based on the application documents
- Suggestions for improvement

Notes on communication





Treat contents **confidentially**.

A good mentor-mentee relationship can only develop through <u>reliability.</u>





Recommendation:

Officially start your mentor-mentee relationship by signing the mentoring agreement.

Contact



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