



ISM Mentoring Program – Guideline for mentors and mentees

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**?

Setting general goals for the entire mentor-mentee relationship

Interaktionen + Neues Mentoring Ereignis erstellen

Es fanden noch keine Ereignisse in dieser Mentoring-Beziehung statt.

Details

Ende

13 April 2020

Das (erwartete) Enddatum der Mentoring-Beziehung.

Ziele

www.ism-alumni.de

Determination of framework conditions for individual appointments



Art
Treffen



Date
4 Mai 2020
12 20 HH:MM



Ort



Ziele

Ziele dieses Treffens.

PROS

- replaces a word protocol
- You know directly what was discussed and where to start again
- Overview of the development of both sides of the mentoring relationship
- All information is accessible online



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



Treat contents **confidentially.**

A good mentor-mentee relationship can only develop through **reliability.**



Recommendation:

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

Contact

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