



ALUMNI



ALUMNI MENTORING PROGRAM TOOLKIT

WELCOME

The Alumni-to-Alumni Mentoring Program connects experienced alumni with recent graduates to support career growth, share insights, and build meaningful professional relationships.

This toolkit will help you make the most of your mentoring experience. There's no one-size-fits-all approach, we encourage you to tailor the process to fit with your unique goals, schedule, and interests. And remember, the Alumni Team is always available to offer support and guidance whenever you need it.



BENEFITS

Mentoring is a mutually enriching experience that supports growth, reflection, and connection. Whether you're a mentor or a mentee, there's a lot to gain from participating.

Mentors

- Give back to the university and support the next generation
- Strengthen your coaching, leadership, and communication skills
- Gain fresh insights from emerging professionals
- Grow your professional network
- Reflect on your own career journey

Mentees

- Get support with career planning and goal setting
- Learn from someone who's walked a similar path
- Discover new ideas and professional opportunities
- Receive honest, informal feedback in a safe space
- Build confidence in your direction



THE PLAYBOOK

MENTORS

- Share your career journey and industry insights.
- Support goal setting and reflective thinking.
- Offer encouragement, feedback, and guidance.
- Share resources and connections where appropriate.
- Communicate respectfully and maintain confidentiality.
- Respect your mentee's time and experiences.
- Be punctual and advise of changes promptly.
- Set boundaries and clarify your role early.

MENTEES

- Take the lead in driving the relationship.
- Prepare clear goals or topics for each meeting.
- Be open to feedback and follow through on actions.
- Respect your mentor's time and communicate professionally.
- Follow up with summaries and next steps.
- Show appreciation for your mentor's support.



GOOD CHEMISTRY

A great mentoring relationship is built on mutual respect, trust, and open communication. While every match is unique, there are common elements that help set the foundation for a positive and productive experience.

Tips for Success



Start with a chat about goals, expectations, and communication styles.



Agree on how often and how long you'll meet.



Pick a format that suits you both (Zoom, phone, in-person).



Stick to meeting times and give notice if plans change.



Come prepared with questions or updates.



Have a loose agenda to guide each chat.



Celebrate wins — big or small.



Stay curious, grateful, and open to learning.



FIRST MEETING

Conversation Starters

What are your current career goals?

What challenges are you facing in your role/industry?

What's a professional skill you'd like to develop?

If you could give your younger self one piece of career advice, what would it be?

Are there any books, podcasts, or resources that have shaped your professional outlook?

What's the best career advice you've ever received?

What has been the biggest turning point in your career so far?



ANYWHERE, ANYTIME

Mentoring remotely is a great way to connect, share insights, and set goals—no matter where you are. It's a chance to learn from different perspectives and grow your network across the globe.

Tips for Managing a Virtual Mentoring Relationship:

SCHEDULE

Schedule regular meetings and stick to a consistent format.

KEEP IN TOUCH

Agree early on the best way to stay in touch between meetings.

SHARE

Use collaborative tools like shared Google Docs or notes to track goals and reflections.

CONNECT

Be clear about time zones and find a mutually convenient time to connect.

TRACK

Send a short summary after each meeting to keep track of key takeaways and actions.

COMMIT

Don't let distance limit your ambition - approach the experience with commitment.

FAQ

How are matches made?

We match participants based on your Expression of Interest, considering factors like career stage, industry, goals, and interests.

What if I don't hear from my mentor/mentee?

Mentees should make contact within a week of receiving match details. If you don't hear back, contact the Alumni Team for support.

What if the match isn't working?

If issues arise, reach out to the Alumni Team. We'll offer support or help reassess the pairing if needed.

Is there a set number of meetings?

No, but we recommend meeting monthly to maintain momentum and build a strong connection.

Does mentoring have to be in person?

Not at all — virtual mentoring is common and effective, especially for global connections.

Will there be training?

This toolkit includes all you need. The Alumni Team is also available to support you at any time.

What support is available?

You can contact the Alumni Team anytime for help, advice, or to discuss concerns.

Can the relationship continue after six months?

Yes! Many pairs choose to stay in touch informally beyond the program.



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