



Mentee Guide



Welcome

Welcome to Swansea University's Alumni Mentoring Programme! This is your opportunity to connect with an experienced Swansea graduate who can help guide and support your career journey. Whether you're seeking advice, exploring career paths, or preparing for the job market, your mentor can be a valuable ally. This guide is here to help you get the most out of the programme.



1. What is Mentoring?

Mentoring is a supportive relationship where a more experienced individual (the mentor) shares their knowledge, insights, and experience to help another (you—the mentee) develop personally and professionally.

Mentoring is not coaching, managing, or tutoring. It's about mutual respect, honest conversation, and personal growth. Your mentor won't do the work for you or guarantee a job, but they can offer valuable advice, support, and industry insight to help you move forward with confidence.

By being open, committed, and proactive, you're giving yourself a great opportunity to shape your future. We hope this experience will be rewarding, inspiring, and empowering.



2. Who Can Join the Programme?

You are eligible to participate if you are:

- **Second-year undergraduates** exploring internships or placements.
- **Third/final-year undergraduates** preparing for graduate roles or further study.
- **Postgraduate students** studying with us beyond their first degree.
- **Young alumni** (within 5 years of graduating) navigating early career steps.

Mentors come from a wide range of industries and professional backgrounds. We aim to match you with someone who aligns with your goals.



3. Benefits of Being Mentored

By taking part, you can:

- **Explore career paths** and understand how different roles and industries work.
- **Receive support** with CVs, applications, and interviews.
- **Build your professional network** i.e. LinkedIn profile/improvements
- **Gain confidence**, direction, and motivation.
- **Learn from someone** who's been where you are now.



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4. Getting Started

1. Get Registered

Register for / Log into [SwanseaUniConnect](#). Applications are open during November – once closed, we will aim to match you with a mentor.

2. If Matched

You will be introduced to your mentor, say hi with a polite and concise message explaining what you hope to achieve. Agree on an initial meeting / conversation. Think about what you hope to gain—industry knowledge, networking tips, application help.

3. Agree Expectations

In your first conversation, agree on:

- Communication method (Zoom, phone, email, LinkedIn)
- How often you'll speak (e.g. a one-off chat, regular once a month, etc.)
- Confidentiality and boundaries
- Duration of the relationship (typically 1–3 months).



5. Your Responsibilities

This is your journey—you are expected to:

- Be **proactive**: reach out, arrange meetings, and follow up.
- Set clear **goals**: know what you want from mentoring.
- Prepare **points** and questions for each meeting.
- Be **respectful** of your mentor's time and boundaries.
- Let your mentor know if you'll be unavailable (e.g. exams or busy periods).



6. Structuring Your Mentoring Journey

Here are some suggested milestones to give structure to your mentoring relationship – but we are also supportive of you exploring your own milestones in your initial conversation:

- **Milestone 1**: Introduce yourself and share your CV. Discuss future plans and preferred meeting methods.
- **Milestone 2**: Talk through your strengths, values, and development areas (use a SWOT analysis).
- **Milestone 3**: Review your LinkedIn, discuss networking and events, and explore your mentor's career journey.
- **Milestone 4**: Submit an updated CV for feedback.
- **Milestone 5**: Learn how to identify job opportunities and tailor your applications.
- **Milestone 6**: Write a personal statement and complete a mock interview with your mentor.



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7. Making the Most of Mentoring

Use each meeting purposefully. Bring a list of questions or topics, such as:

- What skills are essential in your industry?
- How did you get into your current role?
- What mistakes should I avoid early in my career?
- What professional bodies or networks should I join?

Reflect between sessions: what did you learn, what actions will you take, etc.?



8. Resources You Can Use

Swansea University offers a range of tools to help you prepare:

- [Career Development Course](#) (16 units on CVs, interviews, networking)
- [AI CV and interview tools](#)
- [Support for international students](#)
- [Support for underrepresented groups](#)



9. Accessibility and Inclusivity

We want this programme to be inclusive for all students. You are not required to disclose personal information, but you are encouraged to let your mentor know how they can best support you. Open communication will help ensure a comfortable and effective relationship.



10. Wrapping Up Your Mentoring Relationship

Toward the end of the programme:

- Schedule a final meeting to reflect on your progress.
- Thank your mentor and provide feedback.
- Decide whether you'll keep in touch after the formal mentoring ends.

If you need to end the relationship early (for example, if your circumstances change), let your mentor and the alumni team know by emailing e.l.ryland@swansea.ac.uk



11. Feedback & Support

We want to ensure the programme works for you. Please complete the end-of-programme survey and share your feedback.

You can also reach out if:

- You don't hear from your mentor
- You encounter issues or need help navigating the process
- You'd like further support or resources