



Mentor Guide



Welcome

Thank you for volunteering as a mentor with Swansea University's Alumni Mentoring Programme. Your support plays a critical role in helping our students and young alumni achieve their career goals, while strengthening their connection to the University. Whether this is your first time mentoring or you have years of experience, this guide is designed to support you throughout your mentoring journey.



1. What is Mentoring?

Mentoring is a collaborative relationship where a more experienced individual supports someone in navigating career and personal development challenges. At its heart, mentoring is about sharing knowledge, offering guidance, listening actively, and asking questions to help a mentee grow professionally.

Mentoring differs from coaching or managing—it is less directive and more about drawing on your experiences to support someone else's journey.



2. Programme Objectives

The mentoring programme has two primary aims:

- To support students and recent graduates (young alumni) in enhancing their career readiness and confidence.
- To offer alumni meaningful volunteer opportunities that contribute to student development and foster a lifelong connection with the University.



3. Who Will You Be Mentoring?

Mentees are:

- **Second-year undergraduates** – often exploring work placements or internships.
- **Final-year students** – preparing for graduate roles or further study.
- **Young alumni (within five years of graduating)** – typically navigating the early stages of their careers or seeking progression.

Each mentee will be at a different point in their journey and may have varying goals, from building a professional network to developing their CV or preparing for interviews.



4. Getting Started

- Mentees will be matched to you through [SwanseaUniConnect](#).
- Once connected, discuss whether the mentoring will be a **one-off interaction** or a longer agreement (suggested **1–3 months**).
- Agree on preferred **communication methods** (Zoom, phone, email) and **confidentiality**.
- Your mentee is responsible for driving the relationship: scheduling meetings, setting agendas, and defining goals.



5. Your Role as a Mentor

As a mentor, you will:

- Listen actively and without judgment.
- Share your professional experiences honestly and constructively.
- Encourage self-reflection and critical thinking.
- Offer advice on CVs, applications, interview preparation, and navigating career transitions.
- Ask open-ended questions to help mentees clarify their thinking (see example questions below).
- Help mentees identify strengths and development areas, using tools such as SWOT analysis or the CLEAR model.

You are **not expected** to offer internships, jobs, or personal counselling—but you may suggest useful contacts or resources where appropriate.



6. Meeting Structure & Milestones

We suggest mentors commit to **1 hour per month** for the duration of the relationship. You may wish to follow these milestone-based topics to give your meetings structure, but we are also open to exploring milestones during your initial conversation:

Milestone 1: Introductions & CV review

Milestone 2: Identifying strengths, values, and areas for growth

Milestone 3: Networking advice and LinkedIn review

Milestone 4: CV refinement and feedback

Milestone 5: Understanding job specs, applications, and transferable skills

Milestone 6: Personal statement review and mock interviews

Final Meeting: Reflection and feedback.



7. Example Questions to Ask Your Mentee

- What are you hoping to get from mentoring?
- Where do you need the most help right now?
- What have been your biggest challenges? Job hunting or planning your career?
- What do you see yourself doing in the next three years?
- What do you think you can realistically achieve by our next meeting?
- What's working well for you so far in your academic or professional life?



8. Accessibility and Inclusivity

Some mentees may face additional barriers—disabilities, language difficulties, or underrepresentation in their chosen field. Be mindful and inclusive:

- Let mentees choose how they prefer to communicate.
- Be patient with written English—some may have dyslexia or speak English as a second language.
- Choose accessible locations or platforms for in-person or online meetings.



9. Boundaries & Confidentiality

- Keep discussions professional and confidential.
- Respect your mentee's privacy and any topics they prefer not to discuss.
- Only offer personal opinions or insights within the context of your professional experience.
- Do not contact mentees outside office hours unless previously agreed.



10. Bringing the Relationship to a Close

At the end of the mentoring period (or earlier, if needed), your mentee should initiate a final meeting to:

- Reflect on progress.
- Discuss key learnings.
- Thank you for your time and support.

If you need to end the relationship early, please inform your mentee and email: e.l.ryland@swansea.ac.uk



11. Feedback & Evaluation

Your feedback helps us improve. You'll be invited to complete a brief evaluation survey at the end of the programme. We also welcome suggestions at any point—please contact e.l.ryland@swansea.ac.uk with your comments or experiences.



12. Resources & Support

Mentees have access to Swansea University's:

- Career Development Course (16 online modules)
- AI CV checker and video interview simulator
- Support for underrepresented and international students.

If your mentee needs additional help beyond career advice (e.g., wellbeing or academic concerns), direct them to University support services or notify the alumni team.

Thank You

By becoming a mentor, you are playing a vital role in shaping the futures of our students and young graduates. You are also strengthening the University's alumni community and helping us foster a culture of collaboration, success, and lifelong connection. We are proud to have you as part of the Swansea mentoring network.