

Mentee Guidance

This guidance has been produced for anyone who would like to be mentored as part of Aston's mentoring pool.

How to find a mentor:

- Firstly, download and complete your mentee profile – this is what our mentors will use to decide if you are a good match for them.
 - You can add a photo at the top of the form – this is optional and entirely up to you.
 - We have created 12 areas of interest that you can use to quickly match with potential mentors – tick any that apply to you.
 - There is room to expand on what you are looking to get from mentoring or mention any areas of interest that have not been covered above.
 - You can also let mentors know if you have any particular preferences for who will mentor you – this could be from a particular area of the university or based on something you may have in common.
 - Finally, let us know which ways you would like to be mentored – face to face, by phone, by email, by Skype etc.
- Once you have completed your form then access the directory of mentors at <http://www.aston.ac.uk/staff/hr/development/mentoring/>
 - This PDF contains the details of all the mentors currently in the pool and who are available. If there are a selection you can use the quick matching areas of interest to find who might be a suitable mentor.
 - Send your form and your preferences for mentors to coachingandmentoring@aston.ac.uk
 - We will get in touch with your prospective mentors and send them your profile.
 - When we have a match we will ask the mentor to get in touch with you to arrange an initial meeting.
 - Once you have met your mentor, they will let us know that you have matched and we will update our records.
 - Will we keep a copy of your mentee profile on file, but will not post it to the intranet or anywhere in public.
- Periodically we will get in touch to see if you are still mentoring, whether our records need updating and whether you want to continue in the programme.
- We also may get in touch to invite you to find out more about your experiences of being mentored and ways we can improve the mentoring pool.
- Likewise, if you have any questions at any point, please get in touch.