



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

Create change

Student Futures Team, Faculty of Humanities and Social Sciences

# HASS CONNECT MENTORING PROGRAM

GUIDELINES FOR MENTORS



# HASS CONNECT MENTORING PROGRAM

Build Confidence. Broaden Understandings. Make Connections.

HASS Connect aims to bring together industry professionals with later year undergraduate HASS students to explore their career options and goals. As a mentor, you can play a vital role in helping students to navigate the transition from study to the workplace.

HASS Connect aspires to build confidence in students to identify potential career pathways, increase professional networks, and improve their ability to articulate their employability to others. As a mentor, you would be a fundamental part of this and your professional experiences, skills, and advice will be key to guiding your mentee. This is a great opportunity to further develop your communication and leadership skills as well as broadening your community engagement and networks.

## THE PROGRAM

HASS Connect is a volunteer program that runs twice throughout the year in March to June and August to October. Throughout the program you will meet your mentee one-on-one, working together to drive the learning experience through a minimum of four face-to-face meetings.

As a mentor, you will be involved in two networking events, at the beginning and end of the program. Informative resources are also available for you to access online at any stage.

## STAGES OF THE PROGRAM

- Connect with your mentee – your mentee will contact you to introduce themselves
- Attend a launch networking event – meet your mentee and connect with other like-minded professionals
- Regular mentoring sessions with your mentee
- Mid-way check-in – brief check in to ensure everything is going smoothly
- Reflection and feedback – complete an exit survey sharing your experiences and feedback for improvements
- Celebration – attend a networking celebration event with your mentee at the conclusion of the program

## THE MENTOR ROLE

- Provide information about your area of expertise, experiences and nature of your job
- Offer advice, tips and resources relevant for your mentee
- Share your successes and challenges and insights into gaining employment following graduation
- Encourage your mentee to explore different perspectives and approaches
- Act as a role model
- Provide guidance and advice, rather than answers



## EXPECTATIONS

The HASS Student Futures Team really appreciate the time and commitment you are volunteering to this program. As a mentor, you are committing to regular contact with your mentee, sharing your experiences and offering guidance throughout the program. By participating in this program it is advised that you:

- Understand your role as a mentor is to listen and guide the mentee, and you are not obliged to take on any other roles such as a counsellor, or friend
- Set aside uninterrupted time to meet with your mentee and ensure that you respond in a timely manner to these meeting requests
- Actively listen to your mentee and provide constructive feedback where appropriate
- Attend the launch and celebration networking events
- Communicate with your mentee to organise face-to-face meetings in an appropriate setting e.g. on university campus or at a cafe. If necessary, a skype or phone call meeting is acceptable on occasion
- At the first meeting, it is expected that you will complete the mentoring agreement with your mentee and discuss expectations surrounding contact, communication, goals and topics for discussion with your mentee
- Maintain the privacy and confidentiality of information that is shared during the mentoring relationship
- Contact the HASS Student Futures Team whenever there are concerns or queries.

The mentee is expected to:

- Respect your privacy and confidentiality and not disclose information without consent
- Keep your scheduled appointments
- Refrain from contacting you outside of agreed times
- Maintain a professional manner and respect professional and personal boundaries
- Show appreciation for your time, effort and commitment
- Understand that your mentor is there to guide you and is not obliged to take on any other roles such as a counsellor, or friend. Rather, it is expected that you engage professionally and respectfully

Please be aware that it is not appropriate for the mentee to:

- Expect work experience or employment
- Ask for help with assignments

## HOW TO APPLY

You can complete an online registration form via:

<https://studenthub.uq.edu.au/employers/Form.aspx?id=2143883>

## HAVE A QUESTION?

For more information or if you have any questions please contact the HASS Student Futures team via: [studentfutures@hass.uq.edu.au](mailto:studentfutures@hass.uq.edu.au).

