



# Alumni Mentoring Program Outline



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Thank you for your interest in the ECU Alumni Mentoring Program. The purpose of this program is to provide opportunities for alumni to share their wealth of professional and life experience with ECU students and new graduates, to help them in making the transition from university to their career.

### **Commitment to and Expectations of the Program**

The program will run for four months. Mentors and mentees will be introduced to each other via email and then expected to complete the in person training session, watch a training video or be trained online.

Each mentee-mentor pair will need to decide together how often they will communicate with each other throughout the program and how they plan to do so. This is to be arranged by the mentee-mentor pair at your mutual convenience.

### **How does the program work?**

Both students and alumni are invited to apply for the program through an online form. The aim of the information gathered is to enable us to effectively match each mentor and mentee based on a number of criteria, as part of a process undertaken by the University. Student mentees are asked to consider whether they require a mentor who is directly working in their goal profession, or whether they would consider working with someone from a slightly different industry who can provide mentoring from a general leadership perspective, which we believe can often be as valuable as a direct industry match.

Students/new graduates and alumni who have been matched will be contacted by the University and asked to complete training. Following this, it is up to you! We will check in at certain points of the program, and the University is always here as support if you have any problems (see the end of this document), but outside of this it is down to the mentor-mentee pairs to determine when, how and how often to meet.

Unfortunately, the program can be oversubscribed, so sometimes not everyone will be matched. This is simply due to the profile of the pool that you are to be matched with, and does not reflect your suitability for the program.

## What if there are problems?

Anyone experiencing concerns with a mentoring relationship should contact ECU:

**Mentors:** [alumni@ecu.edu.au](mailto:alumni@ecu.edu.au)

**Alumni mentees:** [alumni@ecu.edu.au](mailto:alumni@ecu.edu.au)

**Student mentees:** [careers@ecu.edu.au](mailto:careers@ecu.edu.au)

## Role of ECU

ECU will:

- Match mentors and mentees through a confidential process based on the information provided on the registration form
- Hold a copy of each pair's mentoring agreement on file
- Ensure contact details and submitted information are treated confidentially according to University privacy policy
- Ensure mentors and mentees are aware of their roles and responsibilities before and during the mentoring relationship
- Monitor all mentoring arrangements through regular contact with mentors and mentees and provide assistance where required
- Deal promptly with all matters raised by mentors and mentees
- Organise events which provide alumni and students with the opportunity to meet each other and expand their network with other mentors and mentees

Thank you very much for your interest in the program, and we hope that you find it valuable. Any feedback is welcome.

