



# Pilot project mentor program

Mentee's Guide  
2021

# WHAT IS MENTORING?

Mentoring is when an experienced professional (mentor) and one or more students nearing graduation (mentees) meet on a voluntary basis to discuss relevant topics. The goal is to support the mentee's professional development.

Mentoring is founded on confidentiality, honesty, empathy, open-mindedness toward one another, respect for each other's private life, inclusion, and constructive feedback.

Mentoring is a relationship of helping and sharing founded on and guided by a mutual commitment.

## THE LIMITS OF MENTORING

### Mentoring is not: :

- Career counselling
- A therapeutic relationship
- A relationship where one party has power over the other
- A one-way relationship
- A networking or job placement activity

## WHO ARE THE MENTORS?

Graduates of HEC Montréal's MSc program who have volunteered and been approved by the MENTORING pilot project committee, which is composed of professionals working in HEC Montréal's Career Management Services.

## WHO ARE THE MENTEES?

HEC MSc program students who have volunteered and been approved by the MENTORING pilot project committee, which is composed of professionals working in HEC Montréal's Career Management Services.

# BEING A GOOD MENTEE

## MENTEE BENEFITS:

- Identifying your social and professional needs and clarifying your set goals
- Benefiting from the advice and experience of a seasoned professional
- Strengthening your understanding of the industry where you want to develop
- Developing your skills, competencies or specific fields of expertise
- Improving your self-confidence and leadership skills, broadening your vision
- Increasing your chances of success

## MENTEE ROLES AND RESPONSIBILITIES

- Show initiative in driving the process, as you are the one benefitting most from the mentorship
- Be ready to commit time to developing the relationship
- Be open to discussion and reflection
- Maintain a positive and respectful attitude toward your mentor at all times
- Set up meetings with your mentor and establish your roles, priorities and goals

# HOW PAIRING WORKS

## APPROVAL OF THE CANDIDATE

The choice of mentor and mentee is confirmed by the MENTORING pilot project committee.

## LENGTH OF THE MENTORING PROGRAM

The mentee must commit to a period of four months, with at least one meeting per month.

## ESTABLISHING A PAIRING

The mentor and mentee sign up for the program by completing an online form. Once the applications have been received, the mentee chooses from the mentors proposed to them. The pairing committee and the MENTORING pilot project committee approve the pairings.

The mentee contacts the mentor once the pairing has been approved. The mentor and mentee sign a pairing contract prepared by the MENTORING pilot project committee.

# ORGANIZING MEETINGS

Meetings can be held online, over the phone or in person (in keeping with the health measures in effect). However, due to the pandemic, we strongly recommend meeting online.

## FIRST MEETING

### For the first meeting, the mentee:

- Researches the mentor's professional background
- Sets goals for the mentorship
- Decides with the mentor which means of communication they will use
- Decides how often to meet based on the mentor's needs and availability

## FOR EACH MEETING

The mentee prepares in advance and sends an agenda to their mentor before each meeting. They also follow-up on the previous meeting..

## MENTEE COMMITMENTS TO THE MENTOR:

- To commit seriously to the process
- To be well prepared and express your needs clearly
- To ask clear, specific questions
- To show respect
- To be engaged and invested in your conversations
- To be open to different points of view and feedback
- To be on time for agreed-upon appointments and always follow-up as needed
- To give your undivided attention to your mentor during meetings or conversations (cell phone off)

# 20 QUESTIONS

## TO GET THE CONVERSATION GOING WITH YOUR MENTOR

1. Why do you think you have been successful? In your opinion, what is success?
2. Do you have any suggestions for entering the workforce smoothly or continuing to build a career?
3. Could you describe a typical day at work for you?
4. What hurdles did you encounter early in your career?
5. What are some tasks you do that are not always thought of as part of your job?
6. What have been the biggest challenges of your career?
7. What are the ideal qualifications of a person with your job?
8. What is the thing you like most about your job? What is the hardest part of it for you?
9. What is the most stressful part of your work?
10. What are your work hours like?
11. What is the work-life balance like in your field of work?
12. What are the skills needed to succeed in your industry or line of work?
13. In your opinion, is my career plan realistic?
14. Do you need to be a member of a professional association to work in your field?
15. What can you tell me about work-life balance in your industry or line of work?
16. Do you have many professional development opportunities (both lateral and vertical) within your organization?
17. Are there any dos and don'ts for networking in your organization or in your field?
18. Are there any rules I should know about networking in your industry?
19. What are some professions related to your field?
20. What personal qualities or aptitudes are needed to succeed in a job like yours?

# FAQ

## WHO CAN I CONTACT FOR MORE INFORMATION?

The MENTORING Program Manager at HEC Montréal:  
Karine Beauchamp: [karine.3.beauchamp@hec.ca](mailto:karine.3.beauchamp@hec.ca)

## IS THE PROGRAM FREE?

Yes, it is a free service offered by the [HEC Montréal Foundation and Alumni Relations Office](#), the [MSc Program Office](#), and [Career Management Services](#).

## WHO CAN PARTICIPATE?

This MENTORING program is a pilot project offered to students of the MSc program and to HEC Montréal graduates.

## WHO ARE THE MENTORS?

Graduates of HEC Montréal's MSc program

## WHO ARE THE MENTEES?

Students of HEC Montréal's MSc program

## IF THE PAIRING IS NOT A GOOD MATCH

Please contact Karine Beauchamp, MENTORING Program Manager, who will follow-up with you quickly. [karine.3.beauchamp@hec.ca](mailto:karine.3.beauchamp@hec.ca)

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**Our partners in this mentoring pilot project:** HEC Montréal Foundation - Alumni Association and the Msc Program Office at HEC Montreal