



Pilot project mentor program

Mentor'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 MENTOR

During the mentorship, mentors must keep in mind that mentees are young students about to graduate. Mentors agree to share the professional expertise that they have acquired over time and to act as a reference in a variety of situations with which mentees may need help. Mentors pass on their know-how and know-how-to-be to mentees.

MENTOR BENEFITS:

- Sharing your knowledge and know-how with someone less experienced
- Contributing to furthering your mentee's professional development
- Pursuing your own professional and personal fulfillment
- Learning from your mentee's different experiences

MENTOR ROLES AND RESPONSIBILITIES

- Solid ability to give advice and help mentees with their careers
- Ability to create a climate of trust and mutual respect
- Availability for mentorship meetings
- Willingness to provide personal, confidential help
- Ability to be encouraging and motivating

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 mentor 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..

MENTOR COMMITMENTS TO THE MENTEE:

- To be available and continually supportive for four months
- To have relevant experience in connection with the mentee's program of study
- To show empathy and openness to diversity and inclusion
- To act as a guide; to communicate, listen actively and provide constructive feedback
- To be receptive to the perspectives and feedback of others
- To give their undivided attention to the mentee during meetings or conversations (cell phone off)

20 QUESTIONS

TO GET THE CONVERSATION GOING WITH YOUR MENTEE

1. What is your educational and professional background?
2. Why did you choose this field of study and work?
3. What are the challenges you have had to face?
4. What do you like the most and least about your job, your field, or your company?
5. Is there a particular course or work, life or volunteering experience that helped you further your career?
6. What are your expectations for me?
7. How will our mentor-mentee relationship benefit you?
8. How can I offer you more support?
9. What motivates you?
10. What is the thing you like most at work right now? What is the hardest part of it for you?
11. What is the most stressful part of your work?
12. Is there anything preventing you from advancing or anything troubling you?
13. What is your dream job?
14. What is a work experience that you find particularly complex or ambitious?
15. In your opinion, what key skills or qualities make you employable?
16. As your mentor, how can I help you / where do you need the most help?
17. Tell me more.
18. Have you ever thought about quitting your current job? Why?
19. Do you feel like you are part of a community, at work or outside of it? Who else is in this community and how do you support one another?
20. Where do you want your career to take you?

FAQ

WHO CAN I CONTACT FOR MORE INFORMATION?

The MENTORING Program Manager at HEC Montréal
Karine Beauchamp: 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

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