



Mini-Mentorship Programme: Guidelines for Mentors and Mentees

Overview

The Mini Mentorship Programme connects current and recent Magdalen students (Mentees) with Magdalen alumni working in a field or industry they would like to explore (Mentors). It is designed to help Mentees explore career options, gain insights from those with experience in those areas, and expand their professional network.

Programme Structure

Matching

Pairings are made when a Mentee completes a form stating which industry or roles they are looking to explore. We will manually pair them with a Mentor from our Mentor pool who we think will be a good match. Please note that because we have a large Mentor pool, not all Mentors will be paired. Sometimes if a Mentor is one of few representatives in a particularly popular area of work they may be paired more than once. We aim to pair all mentees with a carefully selected Mentor.

Getting Started

Once a match is made, you'll be introduced to each other via email, with basic details about your counterpart and to check you still want to go ahead. **The onus is on the Mentee to make the first contact following the introduction to arrange the first meeting.**

First Meeting

We recommend starting with meeting via video call with a view to:

1. Getting to know each other
2. Seeing if the relationship is a good fit
3. Laying strong foundations for further conversations and agree on some goals for the Mentee to work towards

If after the first meeting you are both happy to continue, please let each other know and schedule a second meeting, which could be in person if practical. **There is no obligation to keep going if it is not the right fit.** Sometimes one exploratory conversation may be enough, for example if it eliminates that area of work from the Mentee's perspective or if they get a job in the meantime.

Second Meeting

Our recommendation is to have at least two meetings; one online and a second ideally in person. If you get on well, you are of course welcome to keep the mentorship going as long as you both want to.

Feedback

It would be helpful for us to hear back from both Mentees and Mentors after meeting to let us know it took place and how it went, and in particular if there is anything we can do to tweak the programme or guidelines to make them more effective for future users.



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Advice for Mentees

1. Initiate the meetings

The onus is on you to email the Mentor once you have been paired as you are the one seeking advice. Introduce yourself, suggest some dates for an initial call, and briefly explain what it is you are hoping to achieve from your conversation.

2. Do your homework

Read your mentor's profile before you meet and think about what you'd like to get out of the mentorship meetings. Ask them about their time at Magdalen to establish common ground; first impressions of Magdalen, where they lived in College, what subject they read, sports and extra-curricular activities, memorable moments.

3. Set a clear objective for the meeting

Ask yourself what you are hoping to learn from the mentorship and what insights you are seeking (e.g., a specific role, help deciding between career paths, hearing how they got where they are, useful contacts, tips for applications and interviews, or advice on industry specific challenges).

4. Come prepared

Mentors are volunteering their time so make it count. Come to meetings with thoughtful questions or updates on your progress. Our alumni are not careers advisors so try to be more specific than 'I don't know what I want to do next'.

5. Be respectful of their time

Keep to the agreed meeting time and show up prepared and punctual.

6. Keep it conversational, it's not an interview

We ask our mentors to act as a sounding board for mentees as they make decisions, set goals and take steps to achieve them. These meetings are intended to be part of an ongoing conversation, so be yourself.

7. Be open minded

You don't need to agree with everything your mentor says, but always be respectful, listen and reflect.

8. Enjoy

Make the most out of connecting with someone who has been where you are now.

9. Feed back

Tell us how it went from your perspective, both positive feedback and ways we could improve it for future Mentees



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Advice for Mentors

1. Break the ice

Your mentee might be a little nervous at first. Use the first meeting to get to know each other, and start with what you have in common: Magdalen! Ask about their time here, tutors, courses or college life.

2. Share your story

If comfortable, tell them about your career path, experience and any pivots you've made in your career.

3. Offer guidance

You are not responsible for the Mentee's career choices or how they act on your advice. Respect differences of opinion and be kind delivering any feedback.

4. Set realistic next steps and goals

Agree on achievable goals with the Mentee with clear timeframes. In subsequent meetings, check in on their progress.

5. Enjoy

We hope you find it rewarding and fun to be connected to a Magdalen student or recent leaver and we're grateful for your time and support.

6. Feed back

Tell us how it went from your perspective, both positive feedback and ways we could improve it for future Mentors.

Final Meeting

After your final meeting, please contact the Alumni Office to let us know that the mentorship relationship has ended and provide any feedback you may have via this [short feedback form](#) so that we can continually improve the programme.

We will assume that mentorship pairings are continuing and going well unless we are told otherwise. Please get in touch at any time if you have any questions or concerns.

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