



UNSW
SYDNEY

**UNSW Business School
Alumni Leaders Mentor Program**

Alumni Mentor Guide 2024

Receive a certified digital badge as recognition for your mentoring participation

All mentor participants who complete the Alumni Leaders Mentor Program will receive a certified digital badge.

We are committed to providing you with the tools necessary to achieve your professional goals and we understand that communicating your credentials in an ever-expanding online marketplace can be challenging.

That is why we have partnered with [Credly](#) to provide you with a digital version of your credentials. Digital badges can be used in email signatures or digital resumes, and on social media sites such as LinkedIn, Facebook, and Twitter. This digital image contains verified metadata that describes your qualifications and the process required to earn them.

FAQs

How do I know if I've earned a certified digital badge?

Alumni Leaders who complete the Alumni Leaders Mentor Program will receive a badge, which can be added to a LinkedIn profile or used elsewhere online.

How do I receive the digital badge?

- You will receive an email notifying you to claim your badge at our partner Credly's website after the program completion date.
- Click the link in that email.
- Create an account on the Credly site.
- Claim your badge.
- Start sharing.

How can you make a Difference?

The mentor

As a mentor you will provide your student with advice about navigating the career market. Conversations on workplace culture and expectations and job roles and responsibilities are excellent starting points as you determine where your mentee's interests lie. You'll listen to your mentee and ask engaging questions, expand their horizons and help build their confidence.

Business students are likely to have multiple career changes throughout their lifetimes. Encourage them to think broadly and boldly about the opportunities available to them. Using your career journey as a touchpoint, share your career story explaining the various positions you have held and what led you to each role.

The mentee

Alumni Leaders are paired with a high achieving Bachelor of Commerce (International) student or a student from the Dean's List.

The Bachelor of Commerce International degree is a four-year degree program for a select cohort of high achieving students. It includes a one-year international exchange component and is designed for students who want to complement their business degree with international studies (including Asian studies, European studies or languages).

The Dean's List honours our top achieving students by recognising academic excellence within UNSW Business School.

Suggested topics for discussion with your mentee

Building rapport

Discuss your background

- Share your current role and career path to date – discuss key tasks and duties of your current role
- Share your own experience of university
- Did you balance study with a part-time job?
- How should students make the most of university? Are joining clubs and societies a good idea?
- Ask your mentee what they find challenging about university

Explore your mentee's current career goals

- Discuss the expectations of their future career within a particular field or fields
- Discuss specialisations and job opportunities for new graduates
- Discuss industry trends and areas experiencing growth

Understanding the work environment

Entering the workforce

- Share the experience of your first job
- How did you find the transition from university to full-time work?
- Share some tips and insights on the best way to write a CV and prepare for a job interview
- Is your mentee looking to apply for an internship or graduate role in the future?

Working life

- Share your day-to-day experience of working life including how many hours you work, how demanding your job is and its major challenges and benefits
- Discuss how you manage work/life balance
- Discuss career opportunities and share some insights of promotion and career progression
- Are you a member of any professional associations in your field?
- Discuss the realities of applying study to work situations. Do you have any examples of a work project that was vastly different to what you'd come to expect from university study?

Networking for the future

Building a professional network

- Discuss the importance of maintaining professional networks. How has networking assisted you in your career? Provide examples.
- What is effective networking? What are some of the essential skills required to network successfully?
- What should you do after meeting someone? What are the next steps after a networking event? Consider online networking such as LinkedIn.

Continue The Conversation

Try these activities at your meeting to enhance communication:

Let your mentee be the expert

Start a session where your mentee attempts to 'mentor' you on a subject of their choosing.

Discuss current events

Give your mentee an article to read and then discuss it in detail at your next meeting.

Develop decision making skills

Engage in a role playing exercise to act out boardroom or meeting room conversations.

Share cultural traditions

Dedicate one meeting to discussing the similarities and differences in not only cultural traditions but business cultural traditions.

Be creative

Dedicate one meeting to exploring the role of creativity and innovation in various business occupations,



Mentoring Policies and Procedures

The Role and Responsibilities of a Mentor

As a UNSW Business School mentor, your role is to challenge, inspire, encourage and support your mentee to achieve their goals around their career development.

Mentors are expected to

- Be committed, trustworthy, a good communicator
- Provide honest and constructive feedback
- Maintain appropriate and professional boundaries
- Act ethically and with respect to all participants
- Maintain student confidentiality unless appropriate
- Adhere to relevant university policies and procedures outlined in this Guide.

Mentors are not expected to

- Provide guidance on all topics discussed especially if you are not comfortable in that area. Your role as mentor is not that of a friend, personal counsellor or academic advisor.
- Provide your personal history, problems, animosities, failures etc. unless they are constructive to the mentoring conversation.

Diversity and Inclusion

The Alumni Leaders Mentor Program is an inclusive and diverse program with the aim of enhancing employability skills and building connections in an environment that is free from discrimination, harassment, bullying and sexual harassment.

Code of Conduct

UNSW alumni participants must agree to abide by the code of conduct, as outlined in UNSW's [Staff Code of Conduct Policy](#) as well as [Sexual Misconduct Prevention and Response Policy](#). UNSW alumni are considered to be affiliates of the University and must abide by the same policy as staff as well as the policies and procedures listed.

All volunteers engaged with the University are expected to conduct themselves in a manner consistent with UNSW's [Workplace Bullying Policy](#). Any breaches of conduct will be dealt with as per the policy guidelines.

Reporting a breach of conduct

If a serious breach of the [Code of Conduct](#) occurs (i.e. bullying or harassment by a participant) participants must report the incident to the Mentoring Program Officer in writing with details of the time and date of the incident. The Program Officer will keep a record of the incident and review potential actions in line with University policies.

Insurance Policy

Enrolled students are covered by the [University's insurance policies](#) when engaged in approved UNSW activities. This extends to mentoring meetings, site visits and work-shadowing off-campus. Please contact the Mentoring Program Officer if you need clarification.

Health and Safety

Mentors should be aware of all relevant health and safety issues if their mentee visits their workplace. Mentees should be inducted into safe working procedures during office or site visits. This does not apply if you are meeting on campus or in a public place.

Privacy

Participants must handle all Personal Information (including contact details) received from UNSW in accordance with the privacy principles that govern the handling of such information by UNSW, including the [UNSW Privacy Management Plan](#) and the [Privacy Act 1988](#).

Evaluation

The UNSW Business School strives to continually improve the Alumni Leaders Mentor Program for both students and alumni mentors. At the end of the mentoring program, students will be required to complete a reflection statement on their experience and mentors will have the opportunity to provide informal feedback and suggestions.

Mentoring Program Officer

The Mentoring Program Officer is the main contact and support for mentors.

Mentors should contact the Program Officer as soon as possible if you experience any of the following:

- If you experience any uncertainty or discomfort within the mentoring relationship
- If a mentee discloses information which makes you concerned for their welfare
- If your mentee is unresponsive or is displaying lack of commitment to the mentoring relationship
- If you are having difficulty keeping the mentoring relationship going and need new ideas or topics to discuss
- If a mentee is becoming overly dependent on you.

Grievance procedure

In the first instance, participants should discuss the issue with the Mentoring Program Officer. Complaints and grievances will be dealt with according to [UNSW Complaint Management Procedure](#).

Contact details

Mentoring Program Officer:
alumni@business.unsw.edu.au



Good Minds Ask Why.

Where to go for queries or advice

Direct enquiries to the Mentoring Program Officer,
UNSW Business School

alumni@business.unsw.edu.au

Great Minds Ask Why Not?