



IBS Mentoring Program “Quick Start Guide”

The mentorship committee has prepared a set of guidelines for your mentor-mentee relationship as part of the IBS Mentoring Program. Below you will find suggestions for topics to cover in your first and subsequent conversations.

In terms of the mentor-mentee relationship, we suggest that

- an initial agreement be made to establish a formal relationship for a period of 12 months.
- a more formal review meeting be arranged sometime within the first six months, and then again at 12 months, so that you can mutually agree on whether the program is working for you both. During these review meetings you will agree to an extension, or interruption, to your formal link in the program.
- You should aim for a long-term professional connection, even when your formal mentor-mentee relationship terminates.

During your first meeting, it is important that

- both the mentor and mentee share some background to your professional journey, reasons for joining this program and what you hope to achieve from participating in this program.
- discuss the roles of mentor and mentee and make sure that your expectations for the mentoring relationship align.
- formally plan for the frequency of your contact, and the way you will do this (email, zoom, in person), and how long you would like to meet for. Lock in these dates/times so that you have made a commitment and ensured availability.

During subsequent meetings, topics of conversation could include:

- Having the mentor review and constructively critique the mentee's CV. The mentor can advise on ways to improve the layout, as well as suggest things that might be added. Sometimes there might be things that should be removed (e.g., information that is overly personal, information that is not adding value)
- The mentor might share some of the challenges they experienced early in their career, along with the strategies used to overcome those challenges.
- The mentee could talk about their career goals and aspirations and seek advice from the mentor about how to maximize the chance of success!
- It may be helpful to just have some open-ended exchange, with the mentor asking how things are going and if there are any difficulties or challenges that the mentee is currently facing.
- If the mentee has any presentations coming up, they could have a practice session with the mentor.

