

## **Employability Mentoring FAQ**

### *Q. What induction do we provide for mentors?*

#### **Why is this important to address?**

A good induction helps to kick start a mentoring relationship. The provision of an induction helps to ensure that mentors feel ready and supported as they undertake their role with a student mentee. It is wrong to assume that those who are recruited as mentors are aware of the way we work and their responsibilities as a mentor. Therefore it is good practice to offer an induction.

#### **What we say about it?**

We believe that providing clear information and guidance enables a good start to the mentoring relationship. A range of information is presented to mentors before they make a decision to get involved so that they are fully informed of their responsibility. This allows them engage with us in confidence that they are happy with the materials and induction on offer and to commit to the relationship, before they will meet with their mentee for the first time.

#### **Our actions and response**

We send key mentoring documents at first point of contact for them to read about their role, project aims and expectations. We do this before they decide to engage in the scheme. We also refer mentors to an animated PowerPoint presentation which covers safe working, reporting issues and other related matters. We then provide a self-assessment to assess their responses to the induction, followed by a mentor skills training film plus an invitation to attend an actual skills training session on campus. We affirm our support ahead of the first meeting to be on hand for questions and clarification if needed and give both mentors and mentees a handbook to refer to with guidance on how to get going.

Supervision and support in terms of a phone call or face-to-face meetings is offered if needed to supplement the support listed above for those who needed extra help. As an additional note, we also communicate with mentees to reinforce the message that mentors are there to support and that the mentee is the initiator.

#### **How you can help**

When undertaking the induction, please read the information clearly, ask questions for clarification and contact us if you have any concerns on how to get the relationship started and moving forward.

#### **Contact us**

Contact us on 07909 000127 or 0116 207 8979

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