We take great care in carefully matching each student and graduate, and are always excited to see how the relationships develop and flourish throughout the program. Our aim is to facilitate exciting, new, professional and personal opportunities for everyone involved.

Throughout the program you will work together to:

- Explore future career opportunities
- Plan out the transition from study to employment
- Improve industry and business knowledge
- Contribute to your personal development
- Build your professional networks
- Gain greater understanding of how to develop and maintain a manageable work-life-study balance

The Alumni and Development Office will support you in your mentoring experience every step of the way. If you have any questions, or require assistance, please do not hesitate to contact us on +61 7 5595 3308 or email alumni@bond.edu.au.

Congratulations on being successfully matched for this year’s Alumni Mentor Program. This handbook will help you better understand the mentoring process and provide you with the tools to make the most of the program.

DR ABHA SHAH
Medical Doctor

Gain guidance, support and have all your questions and anxieties about study and your future career answered.
Introducing Yourself

The responsibility for the initial contact / introduction in the relationship belongs with the student. This is an important part of the program and is designed to allow students to plan and make a professional first approach.

<table>
<thead>
<tr>
<th>STUDENTS</th>
<th>ALUMNI</th>
</tr>
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<tbody>
<tr>
<td>• Take the time to read who your mentor is, consider where they are located geographically for work, and the type of work they do and the position they are in.</td>
<td>• Please wait to hear from your student/s. Students should make contact with you by the end of Week 2 (Friday, 20 September).</td>
</tr>
<tr>
<td>• Is a phone call or email likely to be most effective in the first instance?</td>
<td>• Take note of what the student does well and if there are any suggestions you might make later in the relationship regarding making a positive, professional and memorable first impression.</td>
</tr>
<tr>
<td>• What are you going to say?</td>
<td>• Are you aware of your own availability and how you can be flexible to set up your first meeting?</td>
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<tr>
<td>• What do you want to tell them about yourself in the first instance?</td>
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<tr>
<td>• Are you aware of your own availability and how you can be flexible to set up your first meeting?</td>
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</tbody>
</table>

Scheduling Meetings

Where possible, we recommend making a consistent meeting time and method (in person, phone, web chat, Skype, Zoom). This reduces the chances of missed meetings and helps build trust and faith in the relationship and shows a level of respect and commitment. Obviously, this is not possible in all industries / positions / situations, but we encourage you to build consistency where possible. We recommend meeting at least once per week for one hour and that you have an agenda / discussion point / goal for each meeting. If the opportunity arises for an in-person meeting, we encourage you to do this early in the relationship as this will help develop the relationship and make future communications more efficient.

TIPS AND TRICKS

• Be flexible
• If unable to attend, can you reschedule?
• Be punctual
• Be respectful of each other’s time
• If you don’t live in the same time zone, what is a convenient time for you both to meet?
• Check with each other what is the preferred method of communication (in-person, online, Skype / Zoom, email, WhatsApp). Where possible, mix it up and see what works best.

Topics of Discussion

Listed below are some suggested topics for you to discuss. We recommend allocating at least 30 minutes to research and prepare for each meeting based on the proposed topic. Depending on the topic, the burden of the research may fall on the mentor or the mentee. Take the time now to read and highlight the topics you are most interested in discussing.

1. Subject / major selection / further study discussion
2. Current trends, issues and areas of interest in the mentee's desired professional field
3. How does promotion (title, salary and perks) work in the industry, what are reasonable expectations to have, what are goals to aim for?
4. Ethical issues, considerations, practice and conduct in the workplace
5. Relevant registration and / or accreditation requirements for the industry
6. Transformer: how can students best maximise this new opportunity at Bond?
7. Beyond Bond: how can students best maximise this opportunity at Bond?
8. What other opportunities should be maximised while studying at Bond? E.g. Exchange, sporting / cultural / special interest club / Career Development Centre (CDC) participation
9. Portfolio of income / side hustle / consulting: how does this work in the industry?
10. Resume and cover letter review and tips
11. Performing well in a job interview (perhaps you do a mock interview?)
12. Is there further study expected in the industry? Are there ongoing professional requirements? If not, how do you maintain currency of skills?
13. What are the standard technology skill requirements for roles in the industry (e.g. advanced Excel, basic data analysis, coding)?
14. Networking tips. What is your understanding of the expression, “Build the well before you need it”?
15. Working for small or large organisations - What are the advantages and disadvantages of each?
Making the most of your mentoring opportunity

1. Let your enthusiasm overflow
   Being a Bondy alone makes you part of a small and very special group. Be positive every time you meet and be optimistic about the good things that will come from your participation in this program. The more enthusiastic you are, the better your experience will be.

2. Always act with integrity
   Integrity goes beyond being honest with one another. It also extends to the respectful and honest way you treat your colleagues, cohort and one another’s networks. Lead by example and leave a good impression as you never know when your paths may cross again.

3. Be innovative and proactive
   Make an effort to keep the lines of communication open. You volunteered to join the program, so make sure you put in the effort to maximise your experience. If you haven’t heard from your mentee / mentor, reach out to them and make contact. Keep it friendly and see how they are going.

4. Embrace flexibility and change
   Respect for one another’s busy lifestyles and deadlines may mean you need to be flexible on meeting arrangements from time to time. Three months is only a short time to have someone’s full attention, so be sure to make the most of it!

5. Keep it personal
   Take the time to get to know one another, learn from their experiences and understand how they view the world. We live in a truly global and connected world, so take the time to make personal connections that are lasting and mutually beneficial.
A copy of the mentor agreement

- You will make yourself available at least weekly for the duration of the 12 week program to meet with your mentee (via phone, video conference or in person).
- You may or may not be matched with a mentee for the duration of this program. Should you wish to participate next year, you will need to re-apply when mentor applications re-open.
- If you are not matched with a mentee, you will be notified by email.
- If you are matched with a mentee, you will be notified by email and your name, phone number, email address and employment details will be made available to your mentee. These details will be handled in strict confidence.
- If your mentee fails to accept the match, withdraws or is withdrawn due to inactivity, you will be notified by email.
- Professional standards of behaviour and safety are to be maintained at all times. Specific details discussed will be kept confidential. You should contact the Alumni and Development Office if you feel uncomfortable with your mentee's behaviour or are concerned about their safety.
- Bond University takes no responsibility for the behaviour of participants, nor for any advice or information exchanged between you and your mentee.
- In the case that you invite your mentee to visit your workplace, you must advise him/her of relevant occupational health and safety procedures.
- You must not offer or accept any monetary remuneration as a result of the mentoring partnership. If an opportunity for work experience arises, you must notify Bond's Career Development Centre. You must also comply with relevant legal and operational employment policies and procedures.
- Mentors and mentees are to treat each other with courtesy and respect and to be non-judgmental.
- Agreed commitments are to be fulfilled where ever possible.

A copy of the mentee agreement

- You may or may not be matched with a mentor for the duration of this program. Should you wish to participate next year, you will need to re-apply when mentee applications re-open.
- If you are not matched with a mentor, you will be notified by email.
- If you are matched with a mentor, you will be notified by email and your name, phone number, email address and degree details will be made available to your mentor. These details will be handled in strict confidence.
- You must attend the Orientation Session on Wednesday Week 1 (11 September, 2019).
- If your mentor fails to accept the match, withdraws or is withdrawn due to inactivity, you will be notified by email.
- Professional standards of behaviour and safety are to be maintained at all times. Specific details discussed will be kept confidential. You should contact the Alumni and Development Office if you feel uncomfortable with your mentor's behaviour or are concerned about your safety.
- Bond University takes no responsibility for the behaviour of participants, nor for any advice or information exchanged between you and your mentor.
- In the case that you are invited by your mentor to visit their workplace, you must adhere to all relevant occupational health and safety procedures.
- You must not offer or accept any monetary remuneration as a result of the mentoring partnership. If an opportunity for work experience arises, you must notify the Career Development Centre. You must also comply with relevant legal and operational employment policies and procedures.
- Mentors and mentees are to treat each other with courtesy and respect and to be non-judgmental.
- Agreed commitments are to be fulfilled where ever possible.
Use this template to help structure and record your meetings

Mentor program meeting notes

Date: ____________________________
Time: ____________________________
Communication Method: ____________________________
Meeting Agenda: ____________________________
1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. Next meeting date and time (confirm) ____________________________

Meeting Preparation:

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Meeting Notes:

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Meeting Outcomes:

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The information published in this document is correct at the time of printing (August 2019). However, all programs are subject to review by the Academic Senate of the University and the University reserves the right to change its program offerings and subjects without notice. The information published in this document is intended as a guide and persons considering an offer of enrolment should contact the relevant Faculty or Institute to see if any changes have been made before deciding to accept their offer.