



# CAREER MENTOR PROGRAM

## HANDBOOK FOR MENTORS

Connect your education to the world of work.

- Learn from professionals through information interview
- Receive advice and information to support your career choices
- Get inspired and ignite your career!



**University  
of Manitoba**

# THE CAREER MENTOR PROGRAM

Welcome to the Career Mentor Program! The Career Mentor Program (CMP) was developed in 1990 through a partnership between the University of Manitoba Counselling Service and the Alumni Association to help students explore their occupational options by connecting them with committed professionals through **informational interviews**. Informational interviews provide students an opportunity to conduct meetings (typically one hour) to gather information about occupations in order guide them as they make their career decisions.

---

## WHY DO STUDENTS PARTICIPATE?

Students in the Career Mentor Program generally have some career direction and ideas about what fields they'd like to pursue. They may be contemplating a few occupational options and wanting to learn more about what a typical day looks like. Or, they may wish to garner information on a single option, focused on how to enhance their employability. Some students are hoping to develop a network or learn about the labour market conditions. All in all, students want a "realistic snapshot" that is often only obtainable from someone who is working in the field. As a mentor, we invite you to share your experiences, journey as a professional, and the skills required to succeed in your field. In doing this, you provide valuable insight and play a role in their future career development.

---

## HOW DOES THE CAREER MENTOR PROGRAM WORK?

### STUDENT PREPARATION

When students sign up for the CMP, they identify the occupation(s) they want to explore. They attend an orientation session where they reflect on their work values and begin preparing questions for their interview. Following the orientation, students are matched with a mentor and are instructed to contact their mentor within **two** weeks.

### STUDENT-MENTOR MATCHING

We use our confidential database of 700+ mentors from a wide variety of occupations, and do our best to appropriately match students with mentors. Please note that our program is confidential, and your personal information is not distributed to other organizations.

If you are aware of anyone who would be interested in becoming a mentor, please refer them our way: [cmp@umanitoba.ca](mailto:cmp@umanitoba.ca) or 204-474-8667.

### THE MEETING

Once you have agreed to see a student, the student will take the initiative to contact you to set up a mutually agreeable meeting time. The meeting will last for **approximately 1 hour and (this term) will occur remotely.**

Due to the COVID-19 pandemic, all in person student-mentor meetings for the Fall 2020 semester will be suspended. Mentors and students are encouraged to meet over a video communications platform (Zoom, WebEx, etc.)

If you have no prior experience using Zoom, please refer to the Virtual Meeting Tips section below. If you need additional help or have any questions regarding account creation, sign up, or accepting a meeting please feel free to contact us at [cmp@umanitoba.ca](mailto:cmp@umanitoba.ca)

Different from other mentoring programs, our program is a one-time informational interviewing session. Do not feel you have to meet with the student on an ongoing basis.

## **EVALUATION & FEEDBACK**

Following your meeting with the student, please complete a Mentor Evaluation Form. The feedback you provide is confidential and helps us improve the program and create a more efficient process for you and the student.

The evaluation form can be completed in paper form or online at:

<https://umanitoba.ca/student/careerservices/careerplan/mentor/cmp-mentor-feedback-form.html>

## **OTHER OPPORTUNITIES**

If you are interested in further supporting the students at University of Manitoba, please consider the following opportunities:

- Speak to groups of students at the University of Manitoba through our "**Career Chat**" occupational information session series.
- Offer job-shadowing opportunities to students (initially or as a subsequent meeting through the CMP).
- Participate in an industry panel as part of campus events like **Career Month** (November)
- Network and exchange knowledge/advice with students through **UM Cafés': Ten Thousand Coffees**
- Employer Services – if you would like to recruit students for work or volunteer opportunities we are happy to support you through our annual **career fairs**, free **job posting** service, or employer information sessions.
- Promote and recruit students for industry events or conferences – We would be happy to send an e-notification through our careerCONNECT list-serve and display a poster in our office or others appropriate spaces on-campus.

If you have any additional suggestions or questions, please do not hesitate to contact us at [cmp@umanitoba.ca](mailto:cmp@umanitoba.ca) or 204-474-8667.

---

## **MENTORING TIPS**

Here are some tips to help you in your role as a Career Mentor:

- Please feel free to share your own personal experiences.
  - Be encouraging and positive, but at the same time be realistic.
  - If it is appropriate, offer the student a workplace tour.
  - If you think that the student would benefit from meeting with someone else in your organization or industry, feel free to refer them.
  - Never feel that you should offer the student a job or volunteer placement. That is not the purpose of our program or the informational interview.
  - Do not feel obligated to spend more than an hour with the student.
  - If possible, indicate that you may be available in the future if the student has more questions.
  - If the student requires information about post-secondary programs or additional career information, please feel free to refer them to us.
- 

## **VIRTUAL MEETING INSTRUCTIONS AND TIPS**

### **About Zoom:**

Zoom is a video-conferencing software that grants users the ability to communicate with each other from the comfort of their own homes. Users are able to virtually meet with co-workers, clients, etc. through video-call, online messaging, or audio-only calling. Zoom can be used for one-on-one or group video conferencing.

### **Using Zoom:**

Zoom can be accessed through its desktop client: <https://zoom.us>, or directly through its mobile or desktop application (available for macOS, Windows, Android, IOS)

### **Creating a Zoom Account using the Desktop Website:**

1. Enter this URL in your search bar: <https://zoom.us/signup>
2. Enter your date of birth for verification purposes
3. Next enter your preferred email address
4. Click sign-up (after this a confirmation email will be sent to the email you entered)
5. Open your email and click activate account

6. Indicate whether you are signing up to use Zoom for educational or personal purposes
7. Enter your name and create a password
8. Click continue, and your account should be created

### ***Accepting a meeting:***

Students will be encouraged to send a meeting invitation to your preferred email prior to your virtual interview.

Once it is time for your meeting click the URL provided in the invitation email and you should be prompted to open Zoom if you have the application downloaded.

If you want to join the meeting manually through the desktop client:

1. Input this URL: <https://zoom.us> and sign into your account
2. Click the 'Join a Meeting' icon
3. Enter the Meeting ID and password provided to you in invitation email
4. Select whether you want to join the meeting with video and/or audio

### ***If you would like to join the Zoom meeting using a telephone:***

1. On your phone, dial the teleconferencing number provided in your email invite
2. Next, enter the meeting ID when prompted using your phone's dial pad

---

## **OTHER MEETING PLATFORMS**

Joining a meeting on **Microsoft Teams**:

<https://support.microsoft.com/en-us/office/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9>

Joining a meeting on **WebEx**:

<https://help.webex.com/en-us/nrbqeodb/Join-a-Webex-Meeting>

Joining a meeting on **Skype for Business**:

[https://support.microsoft.com/en-us/office/join-a-skype-for-business-meeting-3862be6d-758a-4064-a016-67c0febf3cd5#OS\\_Type=Window](https://support.microsoft.com/en-us/office/join-a-skype-for-business-meeting-3862be6d-758a-4064-a016-67c0febf3cd5#OS_Type=Window)

---

**Career Services** at the University of Manitoba offers a comprehensive array of programs and services to assist students in career decision-making and planning. We also maintain an extensive occupational library for students and the public. Career Consultants support students one-to-one with career planning and career decision-making, career testing and assessment, provision of occupational information, resume writing, job search strategy, and interview

preparation. We also manage an online job portal for students and alumni called careerCONNECT. Through this job portal, students can access job postings, online workshops, and special events! Additionally, we organize yearly career fairs to help connect employers with U of M students.

**Career Mentor Program**

474 University Centre  
University of Manitoba  
Winnipeg, MB. R3T 2N2  
204-474-8667  
[cmp@umanitoba.ca](mailto:cmp@umanitoba.ca)