



CAREER MENTOR PROGRAM

HANDBOOK FOR MENTORS

CONVERSATIONS | CONNECTIONS | CONFIDENCE

- Provide information and support students in their career planning.
- Share valuable lessons from your career journey and experience.
- Promote your profession and industry.



**University
of Manitoba**

Career Services

WELCOME TO THE CAREER MENTOR PROGRAM!

The Career Mentor Program (CMP) was developed in 1990 through a partnership between the University of Manitoba Student Counselling Service and the Alumni Association. The CMP assists students' occupational exploration by connecting them with professionals in the community. Students lead an **informational interview** to learn about an occupation and are often seeking perspective and advice.

WHY DO STUDENTS PARTICIPATE?

Students may have a potential career direction in mind, are contemplating occupational options, or gathering information on employability skills. Some hope to develop a network or learn about labour market conditions. Students want a “realistic snapshot” of an occupation, obtainable from someone in the field. We invite you to share your experiences while highlighting the skills required to succeed in your profession.

STUDENT PREPARATION

Before meeting with a mentor, students attend an orientation session to identify their career values and start developing questions for mentors. Feel free to view a list of [sample questions](#).

STUDENT-MENTOR MATCHING

We match based on occupational interest. Our confidential mentor database has over 700 mentors from diverse occupations, educational backgrounds, and experiences. Your personal information is not distributed to other organizations. Once you agree to see the student, they will contact you within two weeks to schedule a meeting.

THE INFORMATIONAL INTERVIEW

Meetings with students are approximately **1 hour** and can occur virtually, over the phone, or in person. In-person meetings at your workplace allow the student to experience the dynamics of the occupational setting. Mentors can also meet with students at the University or an alternate location. Please contact us to reserve a meeting space in our Career Services Centre.

EVALUATION & FEEDBACK

Please complete the Mentor Evaluation Form after the informational interview. Your confidential feedback helps us to improve the program.

<https://umanitoba.ca/career-services/form/cmp-mentor-feedback-form>

TIPS TO HELP YOU AS A CAREER MENTOR

- Feel free to share your experiences. Be encouraging, positive, and realistic.
- If appropriate, offer a workplace tour.
- If you think a student would benefit from meeting with someone else, please refer them.
- Never feel that you should offer a job or volunteer placement. Do offer advice on where students might gain valuable experience.
- Do not feel obligated to spend more than an hour or meet on an ongoing basis.
- If possible, indicate that you may be available in the future if the student has additional questions. You may also offer a job shadow if that's of interest to you, and feasible within your organization.
- Please refer the student to us for additional career information about post-secondary programs.

Please contact our office if you have questions. If you know of anyone who would be interested in [becoming a mentor](#), please refer them to us!

ADDITIONAL OPPORTUNITIES TO SUPPORT STUDENTS:

- [UM Café](#): An online networking platform to exchange industry knowledge with UM students.
- [Indigenous Career Mentor Program \(ICMP\)](#): New for fall 2022, Career Services is recruiting Indigenous professionals to mentor Indigenous students.
- **Career Chats** and **Career Panels**: Speak to groups of students about your occupation at events throughout the year or during [Career Month](#) (November). Contact us for more information: cmp@umanitoba.ca.
- [Employer Services](#): Recruit UM students for work or volunteer opportunities, through career fairs, the [UM Connect](#) free job posting service, or information sessions.
- **Promote industry events or conferences** online on [UM Connect](#) and/or contact us to learn more about other ways to promote a career event to UM students.
- [Onyx Initiative](#): UM is an educational partner with this Canadian organization where Black professionals can support and mentor Black post-secondary students.

[Career Services](#) offers a comprehensive array of programs and services to assist students in their career development. Students can meet with a Career Consultant for career planning, decision-making, career assessments, job search and interview preparation. We also offer an extensive [online occupational library](#) with occupational information, educational guidance and labour market trends. The Resumé Learning Centre assists students with resume tailoring and skill reflection. There are also opportunities to connect with employers via the [UM Connect](#) job posting board, employer info sessions, career fairs, and more!