



# CAREER MENTOR PROGRAM

## HANDBOOK FOR MENTORS

### CONNECTING INDIGENOUS STUDENTS WITH INDIGENOUS MENTORS

- Provide career information and support to students.
- Share valuable advice about your career journey and experiences.
- Promote your profession and industry.
- Encourage and promote equity, inclusion and diversity.



**University  
of Manitoba**

**Career Services**

## **WELCOME TO THE INDIGENOUS CAREER MENTOR PROGRAM!**

Taanshi, boozhoo, welcome to the Indigenous Career Mentor Program! The Indigenous Career Mentor Program (ICMP) is a new program commencing September 2022. It sits alongside, and is a branch of the Career Mentor Program (CMP), which was developed in 1990 through a partnership between the University of Manitoba Counselling Service and the Alumni Association. Both the ICMP and CMP offer students the opportunity to connect with professionals through informational interviews. A student using the program will be matched with a mentor in their field of interest and conduct an hour-long interview to gather industry information and receive career advice and guidance from a mentor.

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### **WHY DO STUDENTS PARTICIPATE?**

Students in the Indigenous Career Mentor Program may have a personal career trajectory mapped out to include the type of occupation they are interested in pursuing. They have opted to see a mentor in a preferred industry area (see categories highlighted below) and may have questions about that field. Students may also have questions specifically about navigating their career as an indigenous professional. They may also be wondering about how to enhance their employability and be looking for advice about how to build valuable skills and industry exposure. Some may be hoping to develop a network or learn about labour market conditions.

There is a wide range of information and insight a student might be seeking. We invite you to share your experiences and career journey as an indigenous professional, while highlighting the skills required to succeed in your industry. The personal and professional insights you provide can have a significant impact on the journey of a student.

Industry areas of student interest:

(Students select one of these areas of interest when signing up for the program and we match them with mentors accordingly)

- Business & Administration (e.g. Finance, Human Resources, Logistics);
  - Health Care (e.g. Medicine, Nursing, Rehabilitation Sciences);
  - Social Services & Education (e.g. Social Work, Teaching, Counselling);
  - Government Services (e.g. Municipal, Provincial, Federal policy, programming or administration);
  - Science & Technology (e.g. Biotechnology, IT, Engineering);
  - Arts & Culture (e.g. Film, Visual Arts, Library Sciences); and
  - Recreation & Sport (e.g. Fitness Training, Recreation Programming).
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## **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 students with mentors based on industry interest. We use our confidential database of mentors to identify a mentor for a student. The ICMP is a new program, starting in fall 2022, and we are continuing to seek mentors from a wide variety of industries, and from diverse educational backgrounds and experiences. 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 an Indigenous mentor, please refer them to ICMP Program Coordinator Jordan Robinson: E-mail [Jordan.Robinson@umanitoba.ca](mailto:Jordan.Robinson@umanitoba.ca) or Phone 204-474-9669.

## **THE INFORMATIONAL INTERVIEW**

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

## **EVALUATION & FEEDBACK**

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

ICMP Mentor Evaluation: [umanitoba.ca/career-services/form/icmp-mentor-feedback-form](https://umanitoba.ca/career-services/form/icmp-mentor-feedback-form)

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## **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 with a student or to 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 is of interest to you and feasible within your organization.
- Please refer the student to us for occupational information and post-secondary program options.

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 Career Services!

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### **ADDITIONAL OPPORTUNITIES TO SUPPORT STUDENTS:**

- [UM Café](#): An online networking platform to exchange knowledge with UM students.
  - [Career Mentor Program \(CMP\)](#): Students meet with mentors in specific occupations for informational interviews.
  - **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](mailto: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.
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[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!