

NU Alumni Mentorship program

The Alumni Mentorship Program is a collaborative program between the NU Alumni Association and Career and Advising Center which is designed to match students with alumni in a related industry or in the field of their further education.

The aim of this program is to bring together current students with alumni through informative friendships; to offer students a link between academic study and the realities of the professional workplace, as well as access to valuable advice and professional networks.

Areas to mentor on:

- Continuing education (graduate application, GRE, GMAT, how to choose a university and etc.);
- Job search (how and where to search for jobs/internships within your industry, conducting mock interview, giving feedback on mentee's CV);
- Career conversations (current trends, organizational culture, how to make a choice);
- Networking (what networking approaches are the best, how to network and where).

<u>Mentor</u>	<u>Mentee</u>
<ul style="list-style-type: none">• Improves awareness of own learning gaps• Develops ability to give and take criticism• Develops up-to-date organizational and professional knowledge• Improves leadership and communication skills• Develops ability to challenge, stimulate and reflect• Offers opportunity to pass on knowledge and experience	<ul style="list-style-type: none">• Develops learning, analytical and reflective skills• Develops self-confidence• Develops ability to accept criticism• May accelerate professional development• Increases maturity• Broadens horizons• Reduces reality shock

Principles

- **The principle of voluntary participation.** Participation in the Program should be the choice of a mentor and mentee. Mentors and mentees are not paid for their participation in the project, however, conversations, correspondence and meetings mentor and mentees should take place at a convenient time and in a convenient location;

- **The principle of confidentiality.** Mentor and mentee should understand that all information, questions and conversations they share with each other are completely confidential;

- **The principle of improving skills.** Mentor should understand that his job does not include making decisions for his mentee, the solution to his problems, or fix his mistakes.

- **The principle of improving the culture of behavior.** The relationship between the mentor and mentees should be based solely on friendly basis.

Program Guide:

- Alumni and students will be informed through the social media accounts, emails and web site about the Alumni Mentorship program.
- Alumni and students will be asked to complete a profile to become a mentor or a mentee (this takes approximately 10 minutes).
- When the list of mentors is ready, mentees will receive information and will contact mentors individually by phone or email.
- Mentor has a right to accept or decline the request.
- Further communication and meetings between mentors and mentees may occur in whichever form is agreed upon by the pair (phone, email, video chat, face to face, etc).
- Participants are encouraged to connect at least once a month.
- Participants assume responsibility for their own mentoring relationships however CAC staff representatives are available as needed.
- Mentors and mentees are asked to share feedback with CAC about the experience during the Alumni mentorship program and ways CAC can improve the program.

The role of the mentor:

- Build confidence
- Role model
- Coach
- Share experiences as learning tools
- Encourage professionalism
- Proactively maintain contact and encourage open communication
- Help problem solve
- Facilitate career planning and development skills (targeting, networking, resume building)
- Help the student externalize classroom education
- Encourage introspection
- Facilitate goal-setting and being goal-oriented
- Maintain privacy/confidentiality

Mentor Responsibilities

- Be available, as your schedule permits, to work with the student
- Consistent communication via phone, email or other media choice
- Establish regular “meeting” times; readjusting as at the start of a new semester
- Active listening
- Guidance to help the student achieve goals
- Provide insights, input and feedback to the program coordinator to provide continuous assessment and improvements to the program.

In order to become one of our **mentors** please fill in [this form](#) or contact Mrs. Gaini Yessembekova, Senior Manager at NU Career and Advising Center by telephone +7 (7172) 705886 or e-mail: gaini.yessembekova@nu.edu.kz

The role of the mentee:

- Share class schedule and activities
- Maintain communications
- Demonstrate accountability
- Set goals
- Direct the relationship

Mentee Responsibilities

- Be available

- Be engaged
- Consistent communication via phone, email or other media choice
- Establish regular “meeting” times; readjusting as at the start of a new semester
- Active listening
- Have clear goals and expectations

In order to become one of **mentees** please fill in [this form](#) or contact Mrs. Gaini Yessembekova, Senior Manager at NU Career and Advising Center by telephone +7 (7172) 705886 or e-mail: gaini.yessembekova@nu.edu.kz

You may also contact **NU professors** who can help with graduate application process and with questions about life after graduation? The [list of NU professors](#) is available at the CAC website.