# Mentee information

When seeking work, mentoring can be an excellent mechanism for helping to plan a career, as well as providing insight into a particular sector. Applying for a Mentor will provide the opportunity to receive support when looking for work in the sector, practical advice about job applications and opportunities, and input about the necessary skills (and how to get them) to enter your chosen sector.

## Who can become a Mentee?

The Mentoring Scheme is available to:

- 'Back to Work' Scheme members: this scheme is specifically for IES members who are currently unemployed
- 'Into Work' Scheme members: this scheme is for recent graduates seeking their first job in the field of environmental sciences.

## What to expect:

Whilst the Mentoring Scheme is flexible as every partnership will be different, Mentees can expect that the partnership will be:

- **Mentee-driven**: Mentees are expected to take the initiative in making contact and taking action on their Mentor's input.

- **Needs specific:** partnerships will be established to target the specific needs of the Mentee.

- **Supported**: if you have any problems at any time, the IES Project Office is there to support you. You will be asked for feedback every two months throughout the partnership to ensure that all is going smoothly.

- **Comfortable**: Both people should be comfortable with the form of contact. Mentors will be able to choose which level of initial contact they are happy with:
    - Email through the IES office (no contact details exchanged);
    - Direct email; or
    - Telephone
  This initial form of contact will provide allow the Mentor and Mentee to decide together how they will stay in touch in the future.
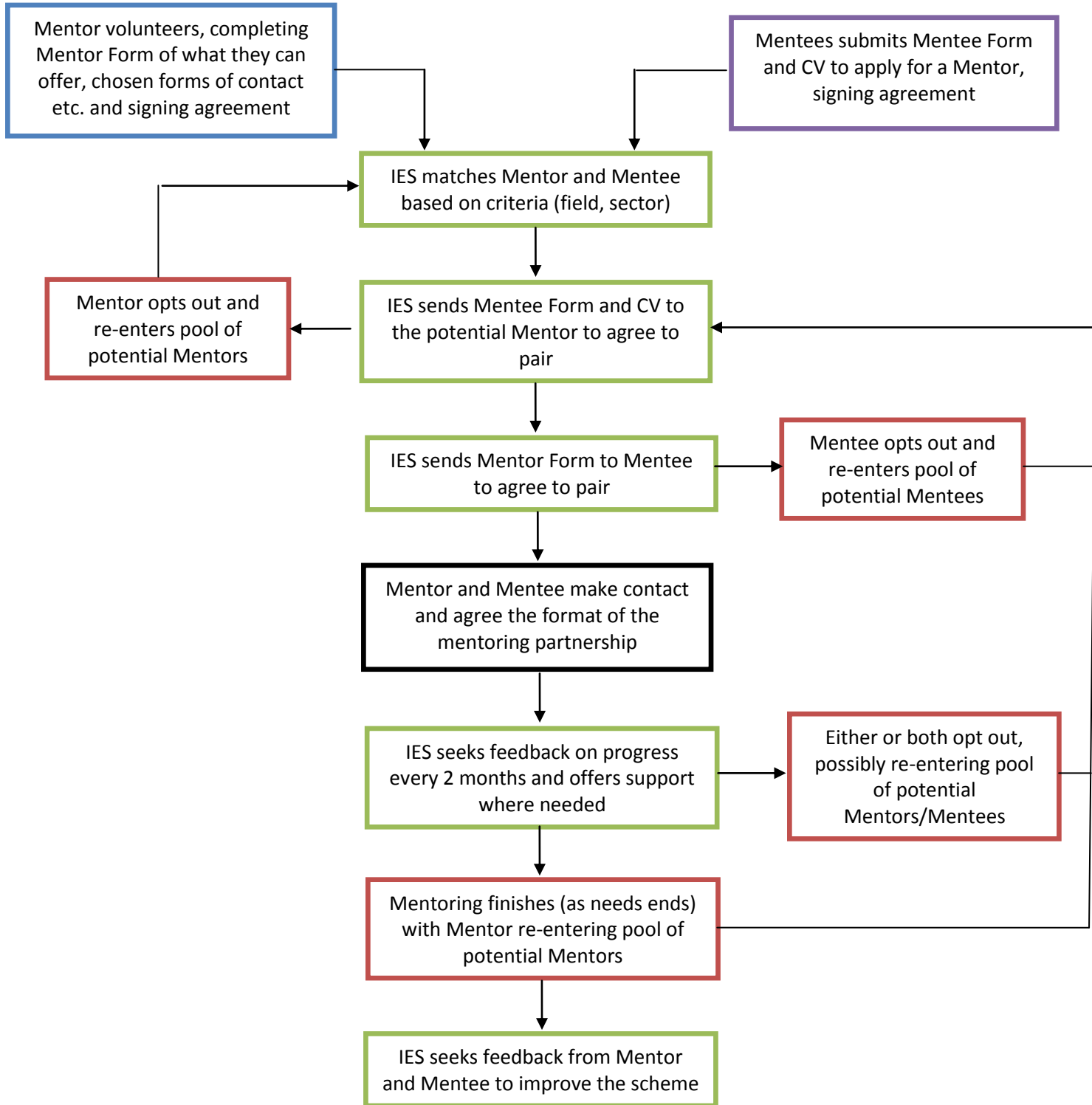
## What not to expect:

Mentoring is not teaching or a counselling session. Mentors are there to provide support and guidance, but are not expected to solve all problems.

If you would like to apply for a Mentor, please complete the Mentee Profile Form.

# The institution of environmental sciences

**Mentoring Scheme Procedure:**

Mentor volunteers, completing Mentor Form of what they can offer, chosen forms of contact etc. and signing agreement

Mentees submits Mentee Form and CV to apply for a Mentor, signing agreement

IES matches Mentor and Mentee based on criteria (field, sector)

Mentor opts out and re-enters pool of potential Mentors

IES sends Mentee Form and CV to the potential Mentor to agree to pair

IES sends Mentor Form to Mentee to agree to pair

Mentee opts out and re-enters pool of potential Mentees

Mentor and Mentee make contact and agree the format of the mentoring partnership

IES seeks feedback on progress every 2 months and offers support where needed

Either or both opt out, possibly re-entering pool of potential Mentors/Mentees

Mentoring finishes (as needs ends) with Mentor re-entering pool of potential Mentors

IES seeks feedback from Mentor and Mentee to improve the scheme

| IES action | Mentor action | Mentee action | Joint Mentor & Mentee action | End |