

# careerMe-Mentoring Programme

## GUIDELINES FOR MENTEES

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### Goals of mentoring

Postdoctoral researchers and tenure-track professors are supported as mentees by a professor (mentor) for one year. In the programme line for doctoral candidates, the mentees are supported by postdoctoral researchers and (tenure track) professors for one year. Through the transfer of experience by the mentor, the mentees are to be strengthened in their respective career phase and specifically supported in the realization of their individual career goals in order to increase the chances of a long-term career in science or to receive orientation. In addition, the programme can prepare them for taking on management tasks or support them in building a professional network. It is therefore not about professional support.

Mentors also benefit from participating in the programme. They can expand their interdisciplinary networks by exchanging ideas with other mentors and gain new impetus for their own work.



## **Opportunities for mentees**

Participation in the mentoring programme opens the following opportunities for mentees, for example:

- Support with career planning
- An "outside" view of their own career through an independent, personal contact person
- Assistance with goal-setting and decision-making processes
- Establishing (interdisciplinary) contacts/academic networking
- Insights into management tasks and other specialist areas
- Acquisition of informal knowledge, e.g. about processes within the university
- Motivation and encouragement in career decisions
- Reflection on location
- Personal development
- Receiving feedback

## **The mentoring relationship**

Mentoring is a non-hierarchical, trusting relationship in which an experienced person (mentor) shares knowledge and experience to a less experienced person (mentee).

Mentoring normally takes the form of one-to-one mentoring (one mentor - one mentee).

In exceptional cases, there may also be group mentoring (one mentor - several mentees).

The basis for bringing the tandems together are the topics, content and expectations stated in the application.

The modalities and specific topics within the mentoring relationship are agreed individually and recorded in a mentoring agreement.



### Tips for a successful mentoring relationship:

- **Open communication:**  
Communicate openly with each other and tell your mentor what your goals are and what you would like to take away from the programme.
- **Define expectations:**  
By defining expectations, make sure that your mentor knows what you expect from him/her. This also applies the other way around: It is equally important that you know what your mentor expects from you.
- **Keep in touch:**  
The mentoring relationship thrives on regular contact and exchange between the tandem partners.
- **Be honest:**  
If you don't understand something or have a different opinion, you should communicate this honestly.
- **Get to know each other:**  
Remember that people have different backgrounds and experiences. Get to know each other on an individual basis.
- **Stay positive:**  
Remember that your mentor is giving you feedback and not criticizing you.



## Role of mentees

- **Motivation:**  
Mentees should participate in the mentoring programme out of their own motivation.
- **Initiative and commitment:**  
Participation requires commitment, initiative and personal input.
- **Maintaining contact:**  
As a mentee, you are particularly responsible for maintaining contact. You should therefore contact regularly your mentor. Stick to the arrangement in the mentoring agreement.
- **Responsibility for the content of the discussions:**  
As a mentee, you specify what you would like to talk about.
- **Responsibility for target achievement:**  
The mentor can give you tips and feedback. However, the decision to take action and therefore also the achievement of goals is up to you as the mentee.
- **Liability:**  
The tandem partners should stick to agreements. Reliable adherence to agreements can increase trust and prevent disruptions within the mentoring relationship.
- **Transparency and openness:**  
Be open in your contact with the mentor. In this way, misunderstandings can be avoided and trust strengthened. Also accept feedback and advice.
- **Appreciation:**  
Remember that your mentor is voluntarily participating in the programme and investing time to support you. Respectful interaction should therefore be a matter of course. Good preparation for conversations can also express the mentor's appreciation.
- **Ask questions:**  
Be sure to ask questions! You have the opportunity to gain experience and informal knowledge from your mentor. Take advantage of this opportunity.



## Role of mentors

- **Willingness to share knowledge:**  
Mentors declare their willingness to pass on both experience and knowledge about structures and processes in the academic world to mentees.
- **Feedback:**  
Mentors can give feedback on issues and also accept feedback from the mentee.
- **Provide support:**  
Mentors can give suggestions and impulses, but the decision is up to the mentee. Mentors are not responsible for solutions.
- **Role model function:**  
Mentors have a role model function. However, this does not mean that the mentor's academic career is the only true and correct path. But it is one way of pursuing a career in science.
- **Promote potential:**  
Mentors promote the potential and strengths of mentees as far as possible.
- **Transparency and openness:**  
Mentors should communicate openly with the mentee. In this way, misunderstandings can be avoided and trust strengthened.
- **Content boundaries:**  
Mentors support mentees in their career planning and occupational development. For topics that go beyond this, mentees must be referred to other contact persons.



If you have any questions or problems, please contact the programme coordinator at any time!

## Contact



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