



**RENNES**  
SCHOOL OF BUSINESS

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**ALUMNI**

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MENTORING 2019**

# 1. GENERAL GOALS



The aim of the mentoring program by Alumni from the School is to **support and guide last-year students** to write their professional project, to define their job hunt strategy and to support them during their first months in their first job.

The student must be able to explain to his mentor :

- His / her years in the School
- His / her professional project
- The action plan he / she will set up to find his / her first job

He / she must be able to demonstrate that his / her professional project is clear, built and relevant:

- Be able to defend one's choices and motivations,
- Have a coherent path (School, internships, etc., strongly connected with the professional project,
- Be ready for the job hunt and have designed a smart and efficient action plan.

## 2. CALENDAR / STEPS

### January - March : Mentor choice and first contact

#### 1<sup>st</sup> step :

The student chooses his mentor in the list proposed to him, from his personal area on the Alumni website

#### 2<sup>nd</sup> step :

The student gets in touch with his mentor to make an appointment between January and March

#### 3<sup>rd</sup> step :

The students fill in the road-book and send it by e-mail to his mentor, at least 7 days before the appointment

## 2. CALENDAR / STEPS



### **January-March: 1<sup>st</sup> interview (assess the project)**

The student introduces his professional project thanks to the road-book. The mentor talks with the student, asks him for further details, assesses the process, gives some advices and fills in the evaluation form he gives to the student at the end of the interview.

### **April-June: 2<sup>nd</sup> interview (assess the action plan)**

The student introduces his job hunt strategy thanks to the road-book. The mentor talks with the student in order to help the student to be more accurate or better prepared to the process, he can also share his experiences and contacts. He finally fills in the evaluation form, and gives it to the student at the end of the interview.

### **Before end of December: 3<sup>rd</sup> interview (follow-up)**

The mentor meets the student for a follow-up after the student finishes School. This interview represents the opportunity to talk about the first months in a new job or about the job hunt, to come back on the opportunities and problems that have been met. If the students needs further advices and support, he can ask for an individual interview with the Alumni Career Department.

# 3. INFORMATION ABOUT THE INTERVIEWS



**Number of interviews:** The mentor and student can decide to make several appointments (instead of only one) if they believe it will be more efficient, according to their availabilities.

**Means of communication:** interviews can be organised face to face, on the phone or on Skype. The mentor and student chose the most convenient way.

**Preparation:** we advise that the mentor reads the road-book filled by the student before the appointment. The road-book is proposed to be used as a guide to lead the interview, to make sure that every aspect is considered. The evaluation form gives evaluation criteria and can be an interesting tool to summarize the essential information collected during the interview.

## **Rules and Behaviour:**

- Kindness : the mentor must be kind and ready to hear the student's opinions and beliefs. There is no judgement to make about his professional choices: the goal is to understand his motivations, to make sure his path is coherent with his project, and to help him to present it in a relevant and argued way.
- Be available during the interview, ask question (why, how,...), rephrase (to make sure everything is cristal clear).

## 4. MENTOR ROLE



### Step 1: Assess the professional project in terms of credibility and relevance

**After the presentation:** the mentor brings his help and advices to the student to finalise the professional project.

### Step 2: Assess the action plan designed by the student for his job hunt

**After the presentation:** the mentor brings his help and advices to the student to finalise his job hunt strategy.

### Step 3: Follow-up of the first months after finishing School (new job or job hunt)

**During the interview:** The mentor summarizes the opportunities and problems that occurred, brings his help and advices and guides to the Alumni Career Department if necessary.

### After each step: Evaluation form

**At the end of the interview:** The evaluation form takes into account the quality of the thinking and also the student's involvement to organise the interviews, to write in the road-book, to be able to explain his choices. It is given by the mentor to the student at the end of each interview.