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# **INTERVIEWSCONNECT**

## Mentorship Programme Guideline

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## Introduction of InterviewsConnect

InterviewsConnect aims to equip youth with career preparation knowledge through training, technology and mentorship. The programme is broken down into 2 activities. Firstly, a Career Planning Workshop teaches the essential tips to secure employment. The second activity, Mentorship Programme, enables the youth to connect to industry professionals to seek career tips and advice.

## Objectives

- To provide advice/insights to better prepare them to secure employment
- To create a comfortable & non-judgemental/discriminatory environment for youth to share their opinions
- To collect insightful feedback on youth needs

## Mentorship Programme Structure

### Step 1: Mentor Recruitment and Sign Up (March - April 2021)

Interested mentors will fill up an [interest form](#) on InterviewsConnect. *But do note that this does not confirm that you are already a mentor, you will be contacted about the outcome around April.* Once approved as a mentor, the organiser will set the mentor's profile up on our website.

### Step 2: Mentor Briefing & Training Session (End April 2021)

### Step 3: Mentor-Mentee Matching & Commencement (May - July 2021)

The mentees will visit InterviewsConnect's website to view the mentor profiles. They will then fill up a form about their profile and indicate their top 3 mentors. The organiser will then send the mentee profiles to their preferred mentors. Mentors will

select their mentees and inform the organiser. The organiser will inform mentees of their mentors and provide the contact details. Subsequent arrangements will be determined by the mentors and mentees.

## Details of the Mentorship

- The theme is on Career Preparation which includes but not limited to:
  - Career Exploration
  - Prerequisites (Resume/Portfolio Building)
  - Interviews
- The demographic of the youth is 15-35 years old.
- The mentorship sessions will be held virtually via the InterviewsConnect platform. *Technical training will be provided.*

## Commitment Level

Each mentor is recommended to undertake at most 2-3 mentees. There would be 2 mentorship sessions, 2 hours each per mentee. Sessions are flexible and based on mentors and mentees schedules.

- The 1st session will be mentor-driven and compulsory.  
Mentors will be given a needs assessment document to fully comprehend the mentee's reason for engaging the mentor.
- The 2nd session will be mentee-driven and optional.  
For mentees to follow-up and update mentors on their progress.

## Criteria of mentors

1. Experienced looking/securing a job
2. At least 2-3 years of work experience
3. Willing to serve as a role model to the youth
4. Able to spare a minimum of 2-3 hours for each mentee
5. Preferably to have coaching/mentorship experience
6. Preferably to be experts or have relevant work experience in the field(s) of:

Arts, Design, Media & Architecture	Aviation	Business	Engineering	Healthcare / Health Services
Hospitality	IT	Science	Social Sciences	Sports Management

## Expectations of mentors

### With InterviewsConnect

1. Fully commit to the whole duration and withdrawal is subjected to approval
2. Feedback on the mentorship sessions for data analysis and record keeping purposes
3. Be vocal about what can be improved
4. Be adaptable to changes in the programme
5. Report any mentee if you face trouble with them
6. Declare any past criminal records accurately in the interest form or else legal action will be taken

### With Mentees

1. Lay out ground rules and expectations of the mentee and vice versa
  - a. Conduct an informal needs assessment
  - b. Set and maintain boundaries
    - i. If your mentee asks a sensitive question, you can kindly refuse to answer. If they persist, further explain why you are uncomfortable or reject them once again. Quickly change the topic afterwards. Likewise, inform your mentee that they are not obligated to answer a question if it is sensitive.
    - ii. No inappropriate language and behaviour from both parties. Kindly inform your mentee if you do not like their tone and remind them to be more respectful. If they persist despite multiple reminders, you can stop engaging with them and feedback it to [mentors@octopus8.com](mailto:mentors@octopus8.com).

2. Uphold professionalism at all times

- a. Prepare for every meeting with mentee to have an effective discussion
- b. No inappropriate behaviour (e.g. aggressive behaviour, stalking, threatening etc)
- c. No meeting with mentees physically during this programme duration (May - July 2021)

3. Establish a stable stream of communication

- a. Initiate first meeting with mentee
- b. Reply promptly; if you need more time, kindly inform your mentee
- c. Follow up on progress often
- d. Be committed and engaged to the mentee

4. Create rapport with mentee

- a. Honesty with diplomacy
- b. Avoid biases, judgment, stereotypes & discrimination
- c. Maintain confidentiality  
Inform mentees that there might be occasions where mentors will have to consult other mentors, but will be addressed tactfully
- d. Empower your mentees  
Display interest in mentee's success and offer encouragement. Provide only relevant and constructive feedback. Don't feel responsible for solving mentee's problems (e.g. finding a position), encourage them to find their own solutions.

5. In the case of harassment from a mentee, reach out to [mentors@octopus8.com](mailto:mentors@octopus8.com). All cases will be handled with care and high confidentiality.
  - a. Politely inform him/her you are uncomfortable and if they persist, stop all contact
  - b. Report incident as soon as possible
  - c. Keep all evidences of any wrongdoing
  - d. File an Incident Report
  - e. Assist us with investigations when necessary

## FAQs

### **Where will the mentorship sessions be held?**

All sessions and meetings will be held via the InterviewsConnect platform.

### **What documents do I need to submit to apply as a mentor?**

All needed documents will be on the Mentor Sign-Up form and Confirmation email after signing up.

### **Will there be an interview?**

Potential applicants will be shortlisted and interviewed. It is mandatory to be screened for background checks, passion and quality.

### **Will I be paid?**

This mentorship programme is on a pro-bono basis. At the end of the programme, you will be awarded a badge to display on your LinkedIn profile to show your official involvement.

### **Can I continue this mentorship after the stated programme duration?**

Yes you can. It will no longer be under the governance of InterviewsConnect after the program ends.

### **Is this a one-off project?**

As this is a pilot programme, we would need to assess and decide the positive impact it brings to the youth before deciding to have more runs. If this project aligns with your vision, your support would be greatly appreciated.