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# INTERVIEWSCONNECT

## Mentee 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 be well-equipped with career preparation techniques to secure employment
- To actively participate in the mentorship sessions to maximise learning opportunities
- To provide honest feedback to better cater the program to your needs

## Mentorship Programme Structure

### Mentor-Mentee Matching

1. View the mentor profiles: <https://www.interviewsconnect.com/mentors/>
2. [Fill up a form](#) to indicate your top 3 mentors. The organiser will relay your request to the preferred mentors. *Note that this is only an express-of-interest form and is on a first-come-first-serve basis, thus, you are not guaranteed your top choice. It is also optional to fill in all 3 choices.*
  - a. You will be assigned to **only 1 mentor** and the organiser will provide the contact details once a match is made. Subsequent arrangements will be determined by the mentors and mentees.
  - b. However, if there were no successful matches, we will inform you to pick 3 new preferred mentors.

### Commitment Level

The mentorship program will be from May- July 2021. Sessions are flexible and based on mentees' and mentors' schedules.

- The 1st session will be mentor-driven and compulsory. Mentors will drive the first conversation. However, if your mentor does not contact you a week after a match is made, contact [mentors@octopus8.com](mailto:mentors@octopus8.com).
- The 2nd session will be mentee-driven and optional. You initiate the session if you want to and update mentors on their progress. Do inform your mentors if you no longer wish to continue the mentorship.

## Details of the Mentorship

- The theme is on Career Preparation which includes but not limited to:
  - Career Exploration
  - Prerequisites (Resume/Portfolio Building)
  - Interviews
- You will be assigned to only **1 mentor**.
- The mentors come from these industries:
  - Aerospace and Aviation
  - Agriculture & Animal Husbandry
  - Arts and Culture
  - Beauty and Wellness
  - Business Consultancy
  - Construction & Real Estate
  - Creative, Media & Publication
  - Corporate Services
  - Education and Training
  - Energy, Water & Waste Management
  - Events Management
  - Fashion & Retail
  - Finance & Insurance
  - Food & Beverage
  - Household Services
  - Health & Social Services
  - Information & Communications
  - Logistics & Transportation
  - Public Services

- Sports and Recreation
  - Tourism & Hospitality
  - Others
- The mentorship sessions will be held virtually via the InterviewsConnect platform. A manual will be sent in the near future.

## **Expectations of mentees**

### **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 mentors 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 Mentors**

1. Communicate your learning objectives and expectations to your mentors throughout
2. Maintain a professional relationship at all times

- a. Proper conduct always
  - b. Set and maintain boundaries
    - i. If your mentor 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.
    - ii. No inappropriate language and behaviour from both parties. Kindly inform your mentor 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).
  - c. No inappropriate behaviour (e.g. aggressive behaviour, stalking, threatening etc)
  - d. No meeting with mentors physically during this programme duration (May - July 2021)
3. Engage actively with your mentors and exhibit a positive learning attitude
- a. You are highly encouraged to ask questions and respond
  - b. Do not take critical feedback personally
  - c. Keep notes of your meetings for future reference
  - d. Minimum 2 sessions of engagement to be entitled for the E-Certificate

4. Give respect
  - a. Reply promptly; if you need more time to respond, kindly inform your mentor
  - b. Show up and be on time if you schedule a meeting
  - c. Be understanding that mentors do not have the answers to all your questions. They are not obligated to find solutions for you and their job is mainly to guide you in finding answers.
  
5. In the case of harassment from a mentor, reach out to [mentors@octopus8.com](mailto:mentors@octopus8.com). All cases will be handled with 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 virtually via our platform.

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

All needed documents will be on the Connect with Mentor sign-up form

### **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.