



**RENNES**  
SCHOOL OF BUSINESS

---

**ALUMNI**

**ALUMNI  
MENTORING 2021**

# 1. GENERAL GOALS

The aim of the alumni mentoring program is to **support and guide final-year students** :

- to define clearly their professional project as well as their job hunt strategy
- to support them during the very first months in their job.

The student must be able:

- To introduce clearly his(her) professional project, path and motivations to his(her) mentor and to show that his(her) specialization and experiences are strongly connected with his/her objective
- To explain what is his(her) strategy and action plan to find his(her) first job



## 2. MENTOR ROLE

### During the first interview:

- **Assess the professional project (it must be realistic and relevant) and the job search action plan.** After the presentation, give feed-back and advice to the student in order to improve or clarify his(her) professional project, his(her) resume and his(her) job search strategy for the next few weeks. You also agree with the student when you will meet again for a follow-up interview.

### During the following interview(s):

- **Follow-up during the following months:** this second appointment will be an opportunity to see what is the progress of their research, to talk about difficulties they face in their search (if still looking for) or in their new job, to ask their questions, to recommend contacts and to fill in the final evaluation form. If you think he(her) needs a coaching session or a job interview training with one of our career coachs, do not hesitate to advice him/her to contact the Alumni Career Department for a free coaching. At the end of the interview, you can decide to meet again.



## 3. CALENDAR / STEPS

**STEP 1 (Until 3 May): recruitment of alumni mentors**

**STEP 2 (From 3 May): matching and 1<sup>st</sup> contact**

The student chooses a mentor on the Alumni website among the mentors list, from his(her) personal area and contacts him(her) to schedule an interview.

He(she) fills in the road-book and sends it at least 3 days before meeting.

**STEP 3: 1st interview (project/job search strategy, advice and action plan)**

The student will introduce his(her) professional project and job hunting strategy (using the roadbook). The mentor will ask questions and fill the evaluation form. At the end, he(she) will give feedback and advice, will propose an action plan to the student and schedule a follow-up meeting.

**STEP 4: further interviews (follow-up)**

This follow-up interview is an opportunity for the students to talk about their job hunt or the first months in their new job and to deal with difficulties or the questions they ask themselves. If the student needs additional support, the mentor can advise them to contact the Alumni Career Department in order to get a free coaching session.



## 4. INFORMATION ABOUT THE INTERVIEWS

- **Number of interviews:** The mentor and student can decide to make several appointments if they consider it useful and meaningful.
- **Means of communication:** interviews can be organized remotely (teams, skype, phone): the mentor and student chose the most convenient way to meet.
- **Preparation:** we recommend that the mentor read the road-book before the first appointment and use it to lead the interview. The evaluation form will be useful to take notes and to give a positive and detailed feed-back to the student at the end of the interview.
- **Rules and Behaviour:**
  - Open-mindedness: no judgement has to be made about the student's professional choices: the goal is to understand his(her) motivations, to make sure his path is consistent with his(her) project, and to help him(her) to present it in a relevant and argued way.
  - Involvement during the interview: availability (no mobile,...), questions (why, how,...) to go further and rephrase to make sure everything is clear
  - Trust and confidentiality of information

