



Career
Advancement
Services

My Career Hub

Industry Mentorship User Guide

Industry Mentor

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This manual is intended to guide you through the industry mentorship module within My Career Hub. Your comprehensive training will be available in January and will go into full details about the program.

If you have any questions about My Career Hub, please contact student.employment@sait.ca.

Register for My Career Hub

1. If you do not already have an employer account with My Career Hub, please [register here](#)
2. Your account will be approved with 1 business day. If you opt in for emails you will receive an account confirmation email
3. Once approved, you can log in and select SAIT Industry Mentorship from tabs on the left of screen

Mentor application

1. Read the overview and select “become an industry mentor”
 2. Carefully read through the terms and conditions and accept them
 3. Complete the application form – there are tool tips on each question to guide you if needed
 4. Select the current term (there should only be one available)
 5. Click on the “mentorship profile” button to view the dashboard/homepage
- * You're able to edit your profile if you make any mistakes or need to update your information. Click on the circle action button and select 'edit mentor profile'**

Industry Mentorship dashboard/homepage

- Your profile will sit at a grey “pending” until it is approved. Once approved, it will change to a green “active”
- The tabs will allow you to view the overview (pictured), active connections and past terms
- The “next steps” box will include links to the training and additional resources. Please read this carefully. It will also include important updates that may occur during the program
- The available term will show the current, active term only. Please make sure this is checked
- This action button will allow you to edit your profile. **Do not use “create connection”.**

The screenshot displays the 'Industry Mentor Profile' for Erin Boyle, President. The profile status is 'ACTIVE'. The dashboard includes a sidebar with navigation options: Dashboard, Job Postings, Events & Workshops, Resources, and SAIT INDUSTRY MENTORSHIP. The main content area has three tabs: Overview (selected), Active Connections, and Past Terms. A 'NEXT STEPS' box lists tasks like completing training and finding a training guide. An 'Active Terms' table shows the current term (Jan 2022 - Apr 2022) with 1 connection and 5 available mentees. A 'Connections' donut chart shows 1 connection out of 5 available mentees.

Accepting Student Mentees	Term	Connections	Available Student Mentees	Declined
<input checked="" type="checkbox"/>	Jan 2022 - Apr 2022	1	5	0

View active connections

- Once you've been matched with a mentee, you'll receive an email to confirm the match

- This will take you to an “overview” tab where you can view your own and your mentor’s application questions and access their contact information

Industry Mentor Profile For: **Erin Boyle - President** ACTIVE

User Type: Employer | Industry Mentor Since: Dec 20, 2020 8:58 PM

Overview **Active Connections** Past Terms

TOTAL RESULTS **1** DISPLAYING: **1** - **1** Clear Sort

Actions	Connection Status (1)	First Name	Last Name	Date Created	Term
View	Active	Test5	Student	Oct 29, 2021 04:04:17 PM	Jan 2022 - Apr 2022

- **We encourage the student mentee to reach out to you first to introduce themselves and arrange the first meeting. If you don’t hear from them within the week, then please initiate contact.**

Hour tracking

- It is the responsibility of the mentee to track the hours after each meeting
- On the same page as mentioned above, you will find an “hour tracking” tab

SAIT Industry Mentorship: Industry Mentor/ Student Mentee Connection

Industry Mentor: **Erin Boyle** (User Type: Employer)

Student Mentee: **Test5 Student** (User Type: Student)

Overview Emails **Hour Tracking**

TOTAL RESULTS **1** DISPLAYING: **1** - **1** Clear Sort

Actions	Number of Hours (1)	Status	Date Completed
View	2.0	Approved	Nov 04, 2021

- From this page, you can view all recorded hours and your mentees self-reflection
- **You are not required to complete or edit this section**