



Learner Services

Career  
Advancement  
Services

## Industry Mentorship Program Frequently Asked Questions for Mentors

### **How long will I mentor for? What is the time requirement?**

The program will run for 12 weeks and we suggest meeting for at least 6 hours over this time to develop a meaningful relationship.

Please note that this is a *suggested* minimum of 6 hours but it will depend on you and your mentees availability.

### **Will training be provided?**

Yes, absolutely. You will have access to a pre-recorded comprehensive training presentation through My Career Hub as well as a mentorship workbook.

The training is intended to give a program overview and guide the connection between you and your mentor but it is flexible. Once you've established a relationship you and your mentee are encouraged to steer the mentorship to best suit your schedules, personalities, interests etc.

### **Am I required to find/offer my mentee a job?**

No. The main purpose of this program is to reach the goals and objectives outlined by you and your mentee. You are welcome to offer your mentee a long- or short-term position with your company, but it is not a program requirement.

### **How are mentees recruited?**

This program is open to all current students at SAIT and will be promoted across campus both online and in person. Any student interested in becoming a mentee will be required to complete an online application through My Career Hub.

Once submitted, the program administrators will go through each application and approve or decline the request.

## **Do we meet in person or virtually?**

It is up to what you and your mentee are comfortable with. You will have the opportunity to connect via email once you have been matched so you can decide how you would like to meet with that first interaction. If you decide to have some meetings in person and some virtually, that's OK too.

## **How are mentees matched with mentors?**

Both mentors and mentees are required to complete the online application form through My Career Hub. Once the applications have been submitted and approved, the system will automatically make suggestions for connections based on a percentage of compatibility.

Our aim is to match pairs with compatibility of 65% or more. The program administrators will go through each suggested connection and confirm the match.

## **What happens if I don't get along with my mentee?**

If you don't feel like you and your mentee are the right match, we suggest the following steps;

1. Speak with your mentee about your concerns and see if you can come to a resolution together
2. If you cannot come to a resolution or you are not comfortable with speaking to your mentee about this, please reach out to your program administrator or email [student.employment@sait.ca](mailto:student.employment@sait.ca)
3. If the issue can still not be resolved, we will look at ending the mentorship and finding a new mentee. If there are no mentees available, you will need to wait until the next semesters program. There are opportunities to host and [industry mentorship circle](#) and join [Ten Thousand Coffees with SAIT](#).

## **My mentee hasn't messaged me or is not responding — what can I do?**

If you have emailed your mentee, remember to check your junk/spam folder in case their response has ended up there.

If you have checked your junk/spam and have still not heard back, please contact your program administrator and we will look into it for you. In the event that we do not hear back from your mentee either, we will remove them from the program and try to match you with a new mentee (depending on availability).

## **My mentee no-showed to our scheduled meeting — what can I do?**

Again, we suggest checking your junk/spam folder in case an email is there notifying you of their cancellation. If they have not contacted you to postpone the meeting, please let your program administrator know and we will follow up with the mentee.

In the event that we do not hear back from your mentee either or this happens on more than one occasion, we will remove them from the program and try to match you with a new mentee (depending on availability).

### **How do I evaluate my effectiveness?**

You are encouraged to ask your mentee directly for feedback. One of the programs learning outcomes and goals is “requesting and receiving feedback” so leading by example is a great way to mentor.

### **What other supports are available to mentors?**

Your program administrators are here to assist where we can. Please do not hesitate to email or arrange a meeting if you have any questions or concerns throughout the program.

There will also be a selection of resources available in the My Career Hub “Resources” tab (Industry Mentorship).

### **What do I do when I don't know what to do?**

Again, please reach out to your program administrators to ask for assistance!

If it's an answer to a question you're not sure of, we encourage you to be transparent with your mentee and tell them that you don't know but will find out for them.

If you feel there is something outside of your role and mentor, please refer your mentee to [SAIT's health, wellness and safety resources](#).