

CAREER ADVANCEMENT SERVICES

SAIT INDUSTRY MENTORSHIP PROGRAM STUDENT GUIDE

Getting the most
of your mentorship.



“A mentor is someone
who allows you to see
the hope inside yourself.”

OPRAH WINFREY

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WELCOME!

THANK YOU FOR YOUR INTEREST IN

SAIT's Industry Mentorship Program.

We think you'll get a lot out of it.

The program is organized by SAIT's Career Advancement Services and runs for 12 weeks over the Winter term.

Working with a mentor can help you **improve your interpersonal communication skills, grow your professional network, enhance your understanding of the workplace and explore potential career paths.**

While this guide provides structure and tips on how to get the most out of your mentorship program, each paired mentor and mentee (student) will communicate, interact and achieve their learning outcomes and goals differently – in a way which suits you both.



OVERVIEW

What is mentorship?

Mentoring is a professional relationship which involves a more experienced person helping a less experienced person to identify and achieve their goals.

Mentorship can provide students with industry awareness and firsthand knowledge of life in the workforce. It also gives seasoned professionals the opportunity to share their experience and develop their leadership skills.

Mentorship is not...

Mentorship is not job coaching or tutoring, counselling, job shadowing or a job offer.

However, SAIT does have services and resources available to assist with these areas and we encourage you to make use of them.

- [Coaching and Tutoring](#)
- [Student Development and Counselling](#)
- [My Career Hub](#)





GETTING THE MOST OUT OF YOUR

MENTORSHIP

Develop career-ready skills

Mentorship is a great way to enhance your SAIT education.

Through participation in the mentorship program, you'll be able to:

- Demonstrate effective interpersonal skills during written and verbal conversations with your mentor
- Demonstrate effective networking skills and strategies by growing your professional network
- Enhance your understanding of workplace culture by asking your mentor questions related to their workplace
- Explore potential career paths and increase your industry knowledge through informational interviews with your mentor
- Identify and define the transferable skills necessary for today's workforce including:
 - Effective and professional communication skills
 - Requesting and receiving feedback
 - Building effective professional relationships
 - Reflecting on experiences and lessons learned for future applications in the workplace



Your responsibilities as a mentee

- Read this training and activity guide
- Complete the mandatory training quiz after reading this guide
- Commit to working with your mentor throughout the duration of the 12-week program. This includes:
 - Developing SMART goals and an Action Plan (see Appendix A for a sample Action Plan)
 - Meeting with your mentor (in person in a public location, by phone, or online) for a minimum of six hours during the program
 - Completing additional activities assigned by your mentor outside of the meetings
- Practice professionalism by keeping agreed-upon commitments, be prepared to work on your action plan and practicing active listening (See Appendix E for Time Management Tips)
- Stay in regular contact with the program staff by responding to emails
- In order to earn your experiential learning record, you must complete all steps including the mid-point survey, competency selection & self-reflection, and post program survey
- Failure to complete all steps by the deadline will result in removal from the program

What is professionalism?

Merriam Webster defines Professionalism as:

- The conduct, aims, or qualities that characterize or mark a profession or a professional person
- Also defined as, “one’s conduct, attitude, and demeanor in a work or business environment (Quora, July 4, 2010)
- “...working and behaving in such a way that others think of them as competent, reliable and respectful” (ACCA Global)

Professional Communication Verbal/Written:

- What we say and how we say it (word, tones, intonations)
- Small talk in professional situations (safe topics)
- Remember your manners (please, thank you)
- Clean, business-like language
- Responding to people
- Avoid controversial topics
- Creating a Positive Workplace through Professionalism, video from Future Career Academy April 22, 2024
<https://youtu.be/y99QRXBpNcw?si=OYIKJ6mvzEyJOVbK>

Professional Communication Non-Verbal:

- Body language
- Dress Code, Hygiene, Eye contact
- Demonstrate active listening
- Respectful behavior
- Attitude towards work and others
- Punctuality

Health, safety and wellness

Your health, safety and wellness are our number one priority.

To create and maintain an environment you feel comfortable and confident in, we suggest the following:

- **Set clear boundaries with your mentor.** This can be informing your mentor of topics you don't want to discuss, or determining if you are more comfortable meeting virtually.
- **Use resources available through SAIT.** SAIT has a Development and Counselling department, Academic Coaching and Tutoring services, on campus medical clinic and self-help tools on the website.
- **Contact the Program Coordinator.** If you're unsure about any details of the program, not connecting with your mentor, or feeling overwhelmed during the program, please reach out to the Industry Mentorship Coordinator oscar.chavez@sait.ca

Confidentiality

Confidentiality is an important component of the program.

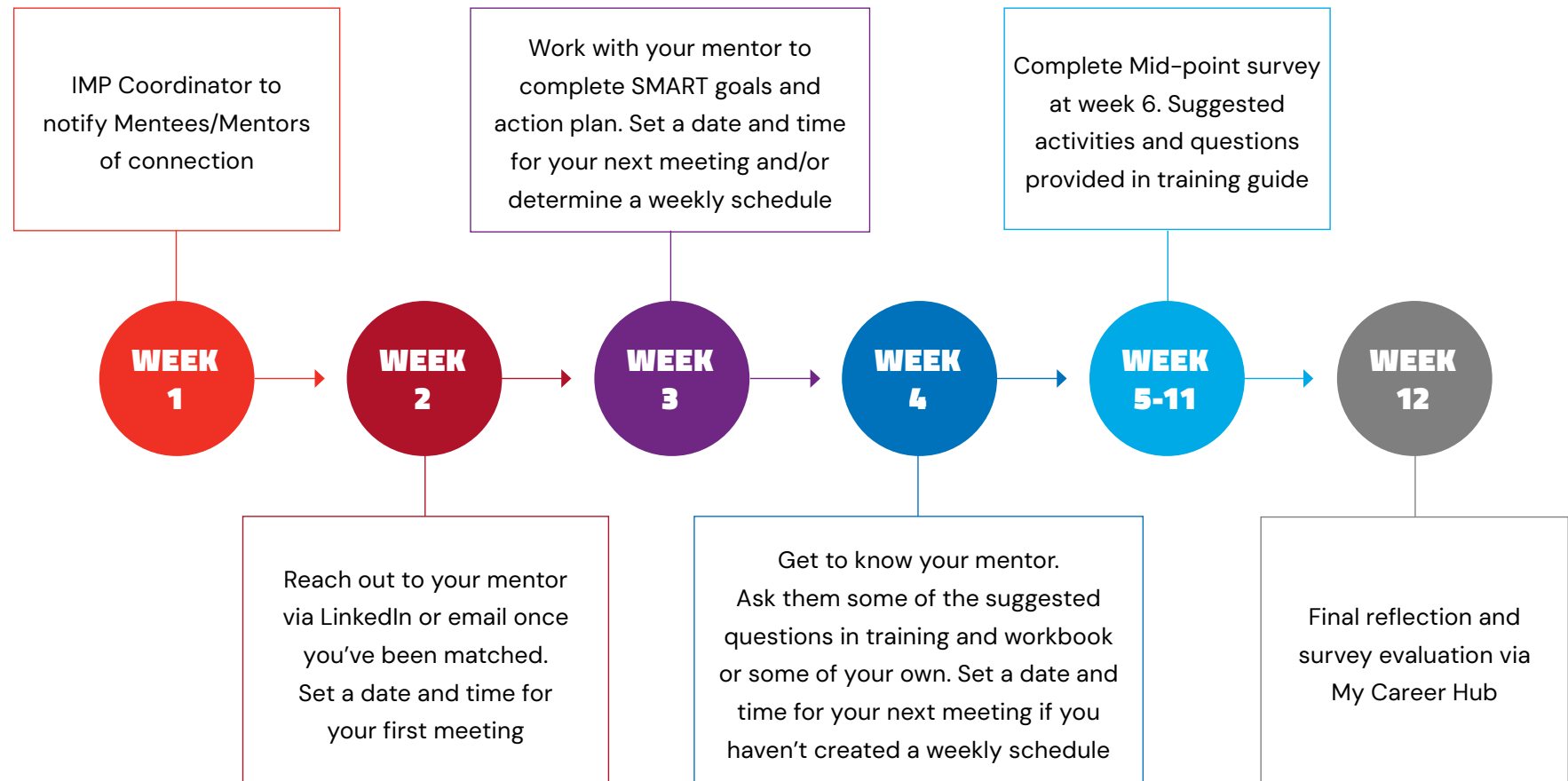
- **Personal information of your mentor** – including contact number, email address, current or future job plans, relationship details, etc. are not to be disclosed to anyone else.
- **Company information** – your mentor may mention structural changes, initiatives, strategies, etc. from within their company, which are not to be discussed with anyone.
- **Social media** – none of the previously mentioned information along with photos, videos, conversations or any other material are to be shared on any social media platform unless there is written consent from your mentor. This can be in an email or text message. If you are given consent to post about your experience, it must be in good taste and cannot criticize your mentor.



PROCESS AND

REQUIREMENTS

A suggested timeline for your 12-week mentorship



Remember, this weekly timeline is a suggestion only. It's intended to guide connection between you and your mentor. You're welcome to establish a timeline that suits you both.

Setting SMART goals and action plans

Specific: Your goals should be well defined, clear and specific. It should answer the five W's.

- **Who** is involved in this goal?
- **What** do I want to accomplish?
- **Where** is this goal to be achieved?
- **When** do I want to achieve this goal?
- **Why** do I want to achieve this goal?

Measurable: It's important to have measurable goals, so you can track your progress and stay motivated. Assessing progress helps you stay focused, meet your deadlines, and feel the excitement of getting closer to achieving your goal.

Achievable: Your goal needs to be realistic and attainable to be successful. It should stretch your abilities but still remain possible.

Realistic: This step is about ensuring that your goal is relevant to your main objectives, within reach, and realistic given the available resources and time.

Timebound: Every goal needs a target date; a deadline gives you something to work toward.

Every SMART goal should be complemented by a detailed action plan. An action plan is a list of all of the tasks you need to finish to achieve these goals. It helps map out the necessary activities with a completion deadline and a list of resources to meet that deadline.

The Action Plan template can be found in [Appendix A](#)

How often should I meet with my mentor?

- Meet with your mentor for a minimum of six meetings between weeks two and 12
 - It's up to each pair to determine how often and how long they meet during this time
 - Decide if you would like to meet for more than six hours – this is the minimum requirement of the program
- In between meetings with your mentor you will be required to complete additional activities such as preparing for an informational interview, updating your resumé, creating an elevator pitch etc. We've suggested additional activities later in this guide

Tips for being an effective mentee

- Make a commitment to the mentoring program
- Show respect and consideration for your mentor
- Listen to your mentor's information and advice
- Work on developing your communication skills (listening, asking valuable questions, etc.)
- Be open minded and non-judgmental
- Be proactive in contacting your mentor and suggesting activities
- Complete your required tasks thoroughly and on time





First Meeting Checklist

A few things to check off before, during, and after your first meeting to make sure you're off to a good start.

Before your first meeting:



Have a look at your mentor's LinkedIn professional profile

Invite them to connect



Send them a short bio or intro of yourself

Give them a bit of background on your career, where you want to go, and how you're hoping they can help you get there



Consider your goals

Although you can ask your mentor for help in setting goals, it's helpful to give this a think before you meet



Help them help you

Consider your needs and be open with your mentor about them; help your mentor support you better



Who, What, When, Where, How

Think about when and how often you want to meet – in person or virtually or a hybrid of both

During your first meeting:

Eyes on the road, hands on the wheel

You are responsible for driving this relationship. Let your mentor know how you'll be tracking your progress – and do it!

Clearly present your goals

Set some realistic timelines and be prepared to discuss challenges. Your mentor might help you amend this, but it's best to come prepared

Send feedback

Check in with your mentor and ask if there's anything you could do to make the time more valuable for the both of you

After your first meeting:

Follow up with a summary email

Include your meeting notes and actions, share your availability for the next meet-up, and send them a LinkedIn invite if you haven't already done so

Reflect on some actionable items

Consider some quick wins that you can tackle and aim to complete them before your next meeting

Be grateful and pay it back

Thank them for their time and don't forget to ask if you can help with anything. The best mentoring relationships are reciprocal

Activities you can do with your mentor

You should complete at least two of these activities with your mentor.

- Attend a virtual webinar
- Conduct an [informational interview](#)
- Invite your mentor to a meeting you are leading/attending
- Share suggestions of books, TV shows, movies, podcasts or Ted Talks relevant to your area of study
- Review your resumé and/or LinkedIn profile
- Share articles of interest
- Develop your communication and networking skills by preparing an elevator pitch and practicing it with your mentor. (see Appendix B for a tip sheet to guide you)
- Get more comfortable with networking:
 - Find your mentor on LinkedIn and send them an invitation to connect
 - Find some of your classmates on LinkedIn and send them an invitation to connect
 - Ask your mentor what their preferred form of networking is (i.e., online through sites like LinkedIn or through in person events)
- Skills planning – Take a [skills quiz](#) to determine what skills you already have, ask your mentor to take the skills quiz too and compare your results. Are there skills they have that you don't?
- Workplace culture development. Ask your mentor:
 - How goal-setting and performance management are done in their department
 - If their workplace has a formal orientation program for new employees and how they onboard new staff
 - How often they have team meetings. Are the meetings formal or informal?
 - If their workplace has formal diversity training. If so, how is the training done?



Suggested questions to ask your mentor

- What made you want to be in this profession?
- What interests you most about your chosen specialization?
- What do you know now that you wish you knew when you were at my point in your career?
- Are you involved in other activities within the workplace? i.e., volunteering, committees, social teams, etc.
- Did you think you'd find yourself in this industry?
If so, when did you know this was the work you'd go into?
If not, how did you get here?
- What was your first-ever job? What did you like and dislike about it?

“The Mentorship Program gave me a wonderful opportunity to connect with an experienced industry professional. I’ve made a connection I’ll be able to draw upon for many years to come.”

JAMIE SCHNELL, SAIT MENTEE

USING

MY CAREER HUB

DURING YOUR MENTORSHIP



My Career Hub is where you submitted your application and where you'll view your match.

The following information will guide you through the industry mentorship module within My Career Hub. If you have any questions about My Career Hub, please contact

Oscar.Chavez@sait.ca

In your mentee profile, you can edit your information by clicking on the action button (black circle with three vertical dots) which is located in the bottom right-hand corner.

Once you've been matched with a mentor, you'll be able to "View Active Connections" where you can see your mentor's profile.

Mentor connection

As the mentor will also be completing the application form, you will be matched based on a compatibility percentage.

While we do our best to match you with a mentor in your field, at times we may need to broaden the scope of industry. If that's the case, your mentor will still be able to assist you with developing your transferable skills, such as communication and planning, and they may be able to introduce you to others in their network.



Updating your mentee application

1. Select the current term (there should only be one available).
2. 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 student mentee profile’.**
3. Please note, if you’ve participated in the Industry Mentorship Program previously, you will need to update your profile as additional application questions were added to enhance the matching process.

The screenshot displays the 'Student Mentee Profile For: Test2 Student' dashboard. The sidebar on the left lists navigation options: Dashboard, Job Postings, Co-Curricular, Appointments, Experiential Education, Events & Workshops, Resources, and INDUSTRY MENTORSHIP. The main content area shows the profile details for 'Test2 Student', including their email address, first name, last name, preferred email address, and program of study. A table at the bottom lists application terms, with the 'Available' status highlighted by a red circle and a yellow arrow pointing to it. A text box explains: 'Select the current term to accept an industry mentor.' Another red circle highlights the 'Edit' button (a circle with three dots) in the bottom right corner, with a yellow arrow pointing to it and a text box explaining: 'Click the circle radio button to edit your profile. Be sure to review all of the application questions as new ones have been added to enhance the matches.'

You are currently logged in as
Test2 Student

Dashboard
Job Postings
Co-Curricular
Appointments
Experiential Education
Events & Workshops
Resources
INDUSTRY MENTORSHIP

Student Mentee Profile For: Test2 Student **ACTIVE**

User Type: Student | Student Mentee Since: Oct 21, 2021 11:05AM

Overview | Active Connections | Past Terms

Please complete all items if you are a new student. If you have previous experience, you may skip some items.

Available	Term	Connections	Industry Mentors	Completed
☒	Sep - Dec 2022	0	4	1/1

First Name: Test2
Last Name: Student
Preferred Email Address: TestStudent00000000@university.edu
Program of Study: Undeclared

MENTEE APPLICATION

* Which school are you currently attending?
student123

** What program are you in?
Undeclared

Select the current term to accept an industry mentor.

Click the circle radio button to edit your profile. Be sure to review all of the application questions as new ones have been added to enhance the matches.

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 “congratulations” box will outline the next steps. 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.
- The resources tab will provide additional resources such as links to websites and templates.

The screenshot shows the 'Student Mentee Profile' page for 'Test3 Student'. The profile status is 'ACTIVE', highlighted with a green box. The left sidebar contains navigation links: Dashboard, Job Postings, Co-Curricular Record, Experiential Education, Appointments, Events & Workshops, Resources (highlighted with a green box), and SAIT INDUSTRY MENTORSHIP. The main content area has three tabs: Overview (selected), Active Connections, and Past Terms. The Overview tab displays a congratulatory message and a 'WHAT'S NEXT?' section with four bullet points: complete mandatory training, find training manual, join Discord channel, and check out resources page. Below this is a contact email. A table on the right shows the current term (Jan 2022 - Apr 2022) with 0 connections and 2 industry mentors. A large circular progress indicator is shown below the table, with a settings icon (three dots) in the bottom right corner.

You are currently logged in as
Test3 Student

Dashboard
Job Postings
Co-Curricular Record
Experiential Education
Appointments
Events & Workshops
Resources
SAIT INDUSTRY MENTORSHIP

Student Mentee Profile For: Test3 Student **ACTIVE**

User Type: Student | Student Mentee Since: Jan 14, 2021 10:48 AM

Overview | Active Connections | Past Terms

CONGRATULATIONS, YOU'VE COMPLETED THE FIRST STEP IN BECOMING A STUDENT MENTEE!

WHAT'S NEXT?

- Complete the mandatory training [here](#) (this will be available from Jan. 24, 2022)
- A copy of your training manual can be found [here](#) (this will be available from Jan. 24, 2022)
- Join the industry mentorship Discord channel [here](#) (optional)
- Check out the Industry Mentorship resources page for additional documents

Please contact andrea.dicandilo@sait.ca if you have any questions.

Available	Term	Connections	Industry Mentors	Declined
☒	Jan 2022 - Apr 2022	0	2	0

Connections

First Name: Test3
Last Name: Student
Preferred Email Address: TestStudent00000003@sait.ca
Program of Study: Undeclared

View active connections

- Once you've been matched with a mentor, you'll receive an email to confirm the match.
- You'll be able to view your mentor's LinkedIn profile and email address by selecting the "active connections" tab and then "view."
- 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. **We encourage you as the student mentee to reach out to your mentor first to introduce yourself and arrange the first meeting.**



The screenshot shows the 'Student Mentee Profile For: Test5 Student' page. The 'ACTIVE' status is indicated. The 'Active Connections' tab is selected and highlighted with a red box. Below the tabs, the 'TOTAL RESULTS' is 1, and 'DISPLAYING' is 1 - 1. A table lists the connection details for Erin Boyle, who is 'Active'. The 'View' button in the 'Actions' column is highlighted with a red box.

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

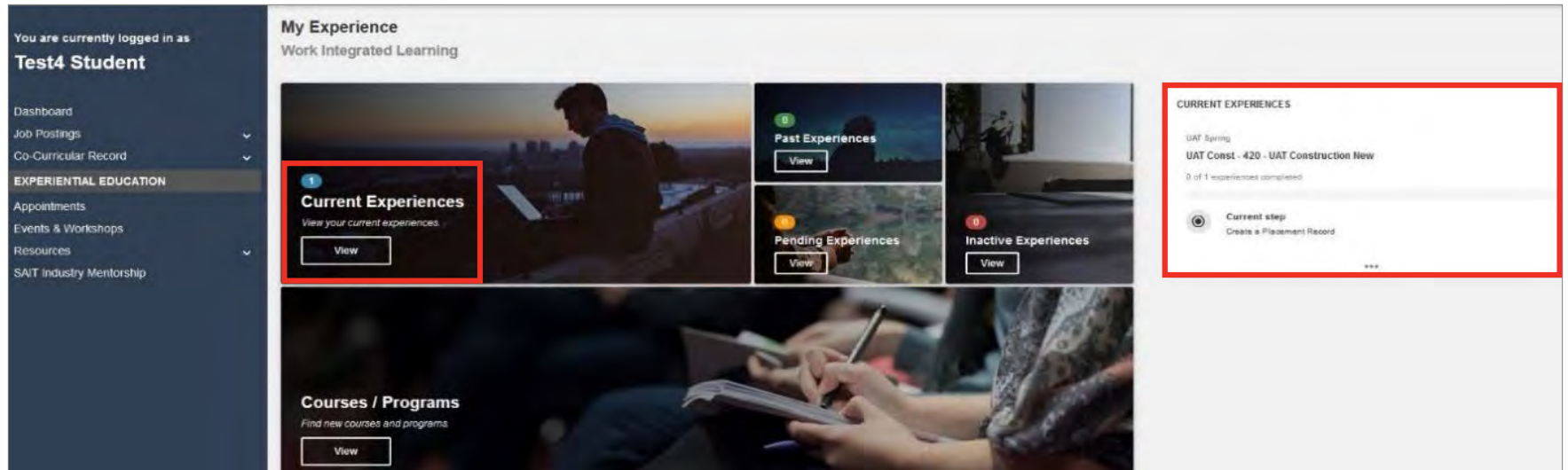
Experiential Education Module

After you've been matched with a mentor, the Industry Mentorship Coordinator will enroll you in the Mentorship Experiential Education Module. This is where you will complete important activities such as surveys and reflection exercises. You will receive an email notifying you once you have access.

- Once you've logged in to My Career Hub, select "Experiential Education" from the side menu.

The screenshot shows the 'My Career Hub' interface for a 'Test4 Student'. On the left, a dark blue sidebar contains a 'DASHBOARD' section with a list of links: 'Job Postings', 'Co-Curricular Record', 'Experiential Education' (highlighted with a red box), 'Appointments', 'Events & Workshops', 'Resources', and 'SAIT Industry Mentorship'. The main content area is white and features a 'Welcome Test4 Student' header with navigation tabs: 'Dashboard', 'My Co-Curricular Record', 'My Documents', 'My Applications', 'My Appointments', 'My Events', and 'Outcome Campus Connect'. Below this is a 'Welcome to My Career Hub!' section with a brief description of the portal and a link to the student user guide. A yellow banner titled 'WHAT'S ON TODAY?' announces a 'Virtual Career Conversation on Resumé Writing' from 11:30 am to 12:30 pm. Below this, two event sections are listed: 'Upcoming industry mentorship circle with Culinaire Magazine' (Wednesday, Oct. 27) and 'Virtual Career Conversations are back!' (including Resumé Writing on Tuesday, Oct. 26, and Leveraging LinkedIn on Tuesday, Nov. 16).

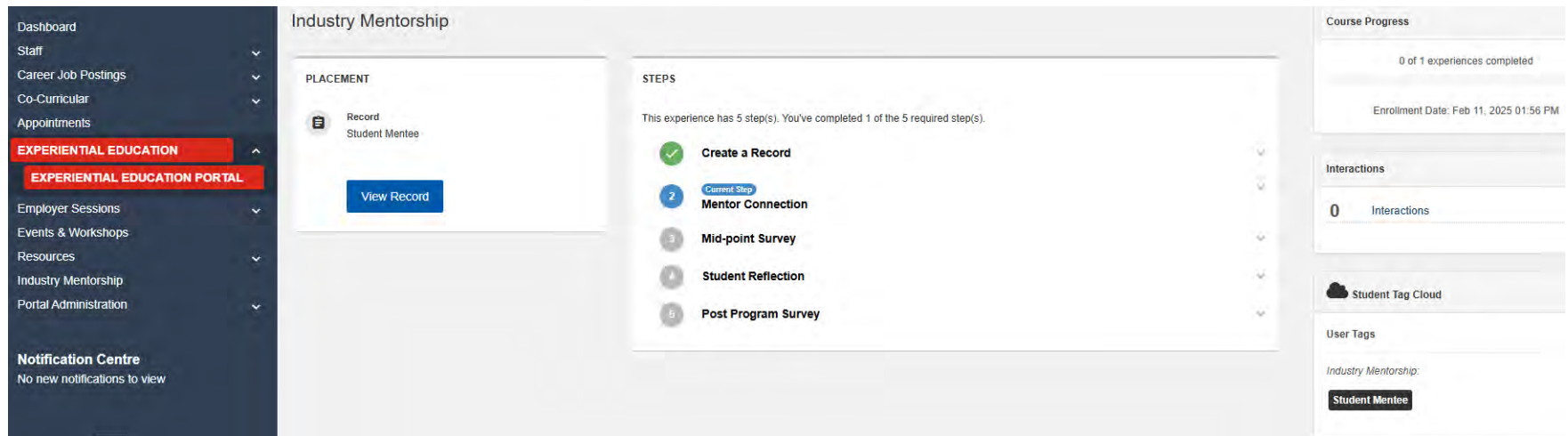
- Under either of the “Current Experiences” sections, you’ll see the Industry Mentorship program. Click on “View”.



***If you can't see your experience here, contact the Industry Mentorship coordinator for assistance.**

Completing your experience workflow steps

- Follow the steps as instructed.
 - Blue buttons will guide you through the actions you need to take as you progress through your course.
- ✓ Green check marks indicate the steps you have already completed.
-  The blue circle with the gavel means you have completed your actions and the step is waiting for approval from your SAIT WIL coordinator or instructor.
- 4 The grey numbered circles show the upcoming tasks you need to complete, but will not allow you to input information until numbers with blue circles are finished first.

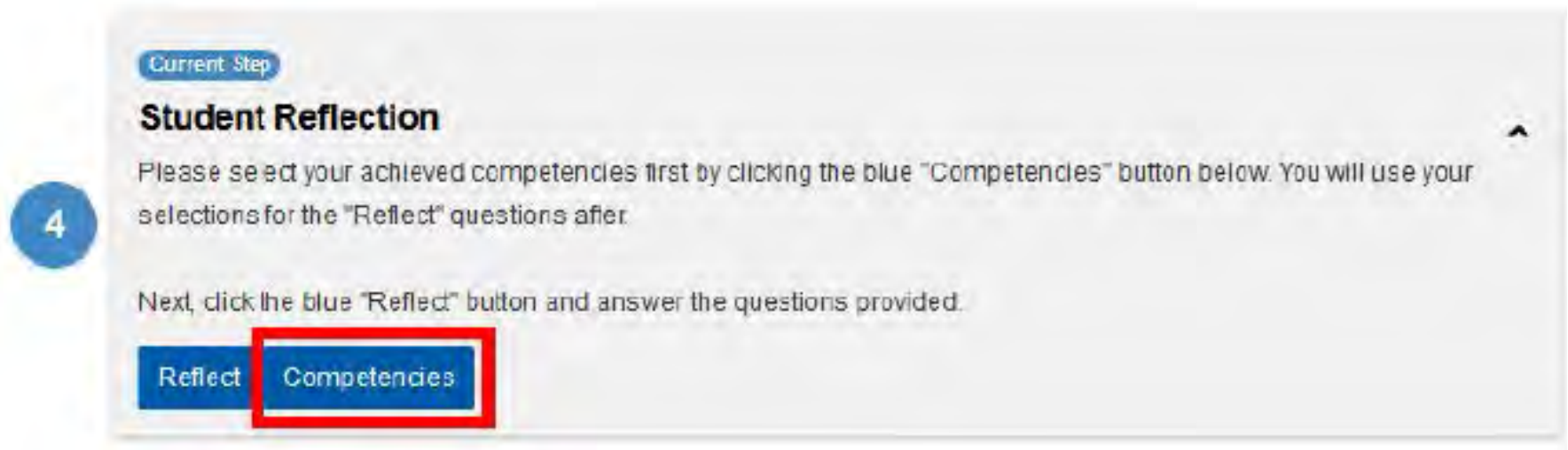


The screenshot displays the 'Industry Mentorship' portal interface. On the left is a dark sidebar with navigation links: Dashboard, Staff, Career Job Postings, Co-Curricular, Appointments, EXPERIENTIAL EDUCATION (highlighted in red), EXPERIENTIAL EDUCATION PORTAL (highlighted in red), Employer Sessions, Events & Workshops, Resources, Industry Mentorship, and Portal Administration. Below these is a 'Notification Centre' showing 'No new notifications to view'. The main content area is titled 'Industry Mentorship' and contains two primary sections: 'PLACEMENT' and 'STEPS'. The 'PLACEMENT' section shows a 'Record Student Mentee' entry with a 'View Record' button. The 'STEPS' section indicates 'This experience has 5 step(s). You've completed 1 of the 5 required step(s)'. The steps listed are: 1. Create a Record (marked with a green checkmark), 2. Mentor Connection (marked with a blue circle and 'Current Step'), 3. Mid-point Survey, 4. Student Reflection, and 5. Post Program Survey. On the right side of the interface, there are three panels: 'Course Progress' showing '0 of 1 experiences completed' and 'Enrollment Date: Feb 11, 2025 01:56 PM'; 'Interactions' showing '0 Interactions'; and 'Student Tag Cloud' and 'User Tags' sections, with the latter showing 'Industry Mentorship: Student Mentee'.

Student reflection and competencies

Your experience may require you to complete a reflection and competencies component.

Competencies: You will see both the “Reflect” and “Competencies” options simultaneously. We recommend you complete the “Competencies” option first so that you can reflect on your selections for that screen.



The screenshot shows a user interface for a "Student Reflection" activity. On the left, a blue circle with the number "4" indicates the current step. At the top left of the main content area, a blue pill-shaped button says "Current Step". Below this, the title "Student Reflection" is displayed in bold. The main text area contains two paragraphs: "Please select your achieved competencies first by clicking the blue 'Competencies' button below. You will use your selections for the 'Reflect' questions after." and "Next, click the blue 'Reflect' button and answer the questions provided." At the bottom of the interface, there are two blue rectangular buttons: "Reflect" on the left and "Competencies" on the right. The "Competencies" button is highlighted with a red rectangular border.

Current Step

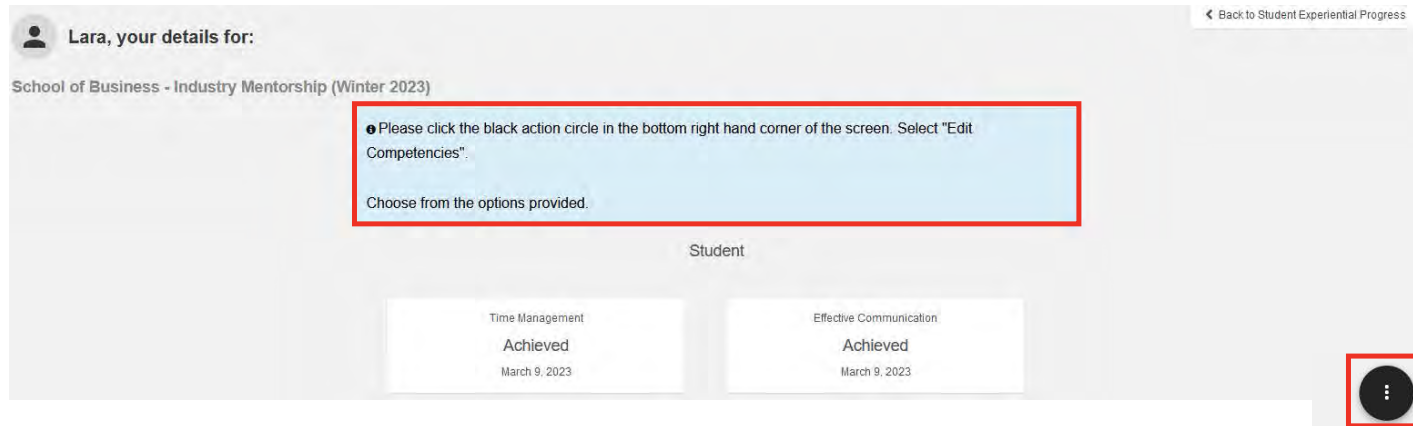
Student Reflection

Please select your achieved competencies first by clicking the blue "Competencies" button below. You will use your selections for the "Reflect" questions after.

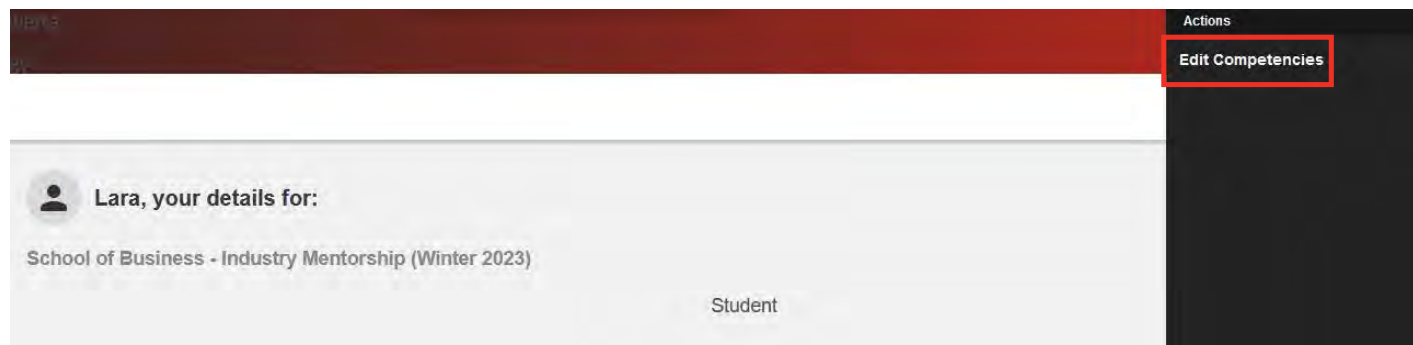
Next, click the blue "Reflect" button and answer the questions provided.

Reflect **Competencies**

After clicking on the blue “Competencies” button, you will land on the following screen. Use the black action button in the bottom right-hand corner to open the side menu.



Select “Edit Competencies” and follow the on-screen instructions to select the number of competencies required. Please note, the competencies you select should align with your goals for the program.



You can select between 1 to 3 competencies

Unselected Competencies

Continuous Learning [🔗](#)

Time Management [🔗](#)

Skills Planning [🔗](#)

Building Relationships [🔗](#)

Effective Communication [🔗](#)

-- Select --

-- Select --

Achieved

Not Achieved

You have selected less than the minimum number of competencies allowed

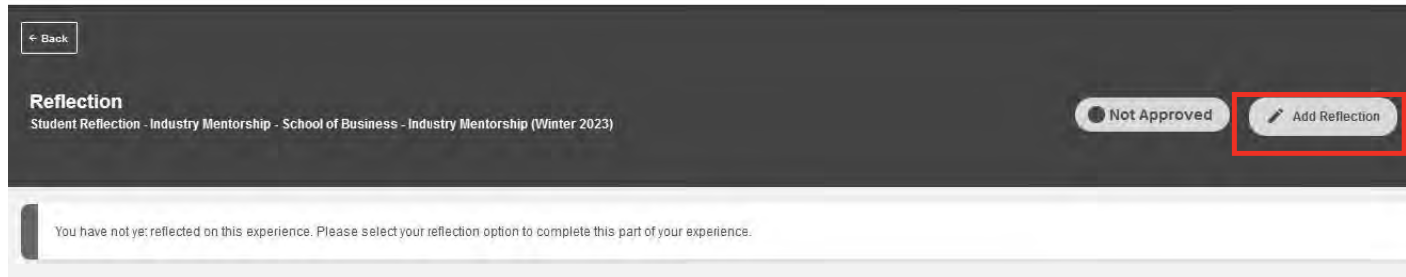
-- Select --

-- Select --

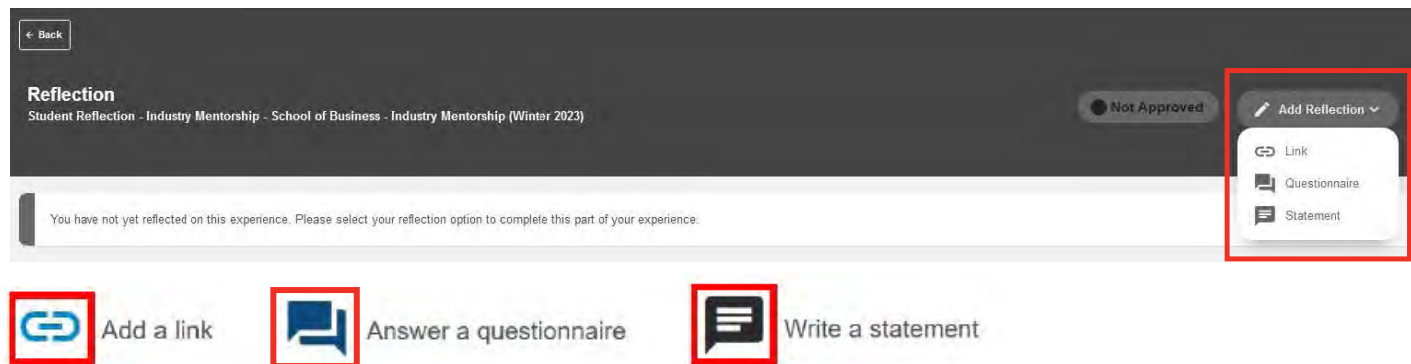
-- Select --

Save Changes

Reflection: When you enter this step from your work flow, click on the “Add Reflection” button.



There may be up to three pieces you need to complete for your reflection. To do so, click on each icon and add the information required. *Below are examples of the pop-up boxes once you select an icon.*



***Make sure your answers are complete, error-free and grammatically correct. Potential employers may be able to see some of this information when you share your transcript link with them, so be certain that you are presenting yourself in a polished and professional manner.**

Once you have completed your reflections, you can:

- Edit them by selecting the pencil icon () in the top right corner of the pop-up, or;
- Remove the reflection entirely by selecting the trash bin () and starting again.

Reflection



STUDENT REFLECTION

* What was your greatest contribution to Business Capstone?

I was able to lead and organize our team to produce a well-thoughtout proposal.



Reflection

Student Reflection - Industry Mentorship - School of Business - Industry Mentorship (Winter 2023)

Approved

Questionnaire - March 8, 2023

NEW CATEGORY

What methods or strategies did you use to achieve your competencies? *

Once your reflection is complete, the “Approved” indicator will appear at the top. Use the “Back” button in the top left of your screen to navigate back to your workflow.

Completed experiences

When all items in your workflow are completed and marked with the green circle checkmarks, your industry mentorship experience will also be marked completed and you will be able to view and share your record publicly.

Dashboard

Staff

Career Job Postings

Co-Curricular

Appointments

EXPERIENTIAL EDUCATION

EXPERIENTIAL EDUCATION PORTAL

Employer Sessions

Events & Workshops

Resources

Industry Mentorship

Portal Administration

Notification Centre

No new notifications to view

Industry Mentorship

PLACEMENT

Record

Student Mentee

View Record

STEPS

This experience has 5 step(s). You've completed 4 of the 5 required step(s).

✓ Create a Record

✓ Mentor Connection

✓ Mid-point Survey

✓ Student Reflection

5 Current Step Post Program Survey

Course Progress

0 of 1 experiences completed

Enrollment Date: Feb 14, 2025 12:18 PM

Interactions

0 Interactions

Student Tag Cloud

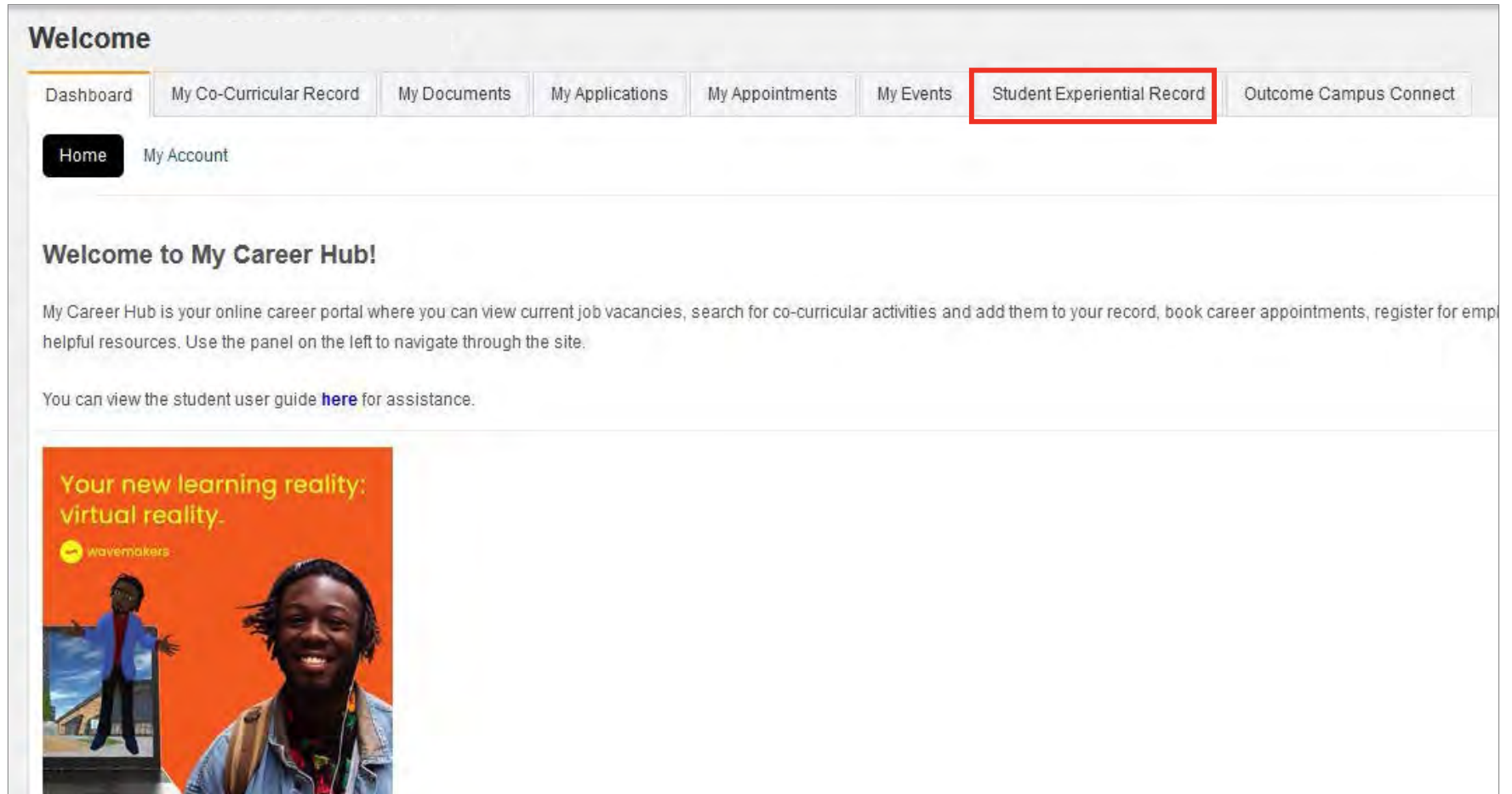
User Tags

Industry Mentorship:

Student Mentee

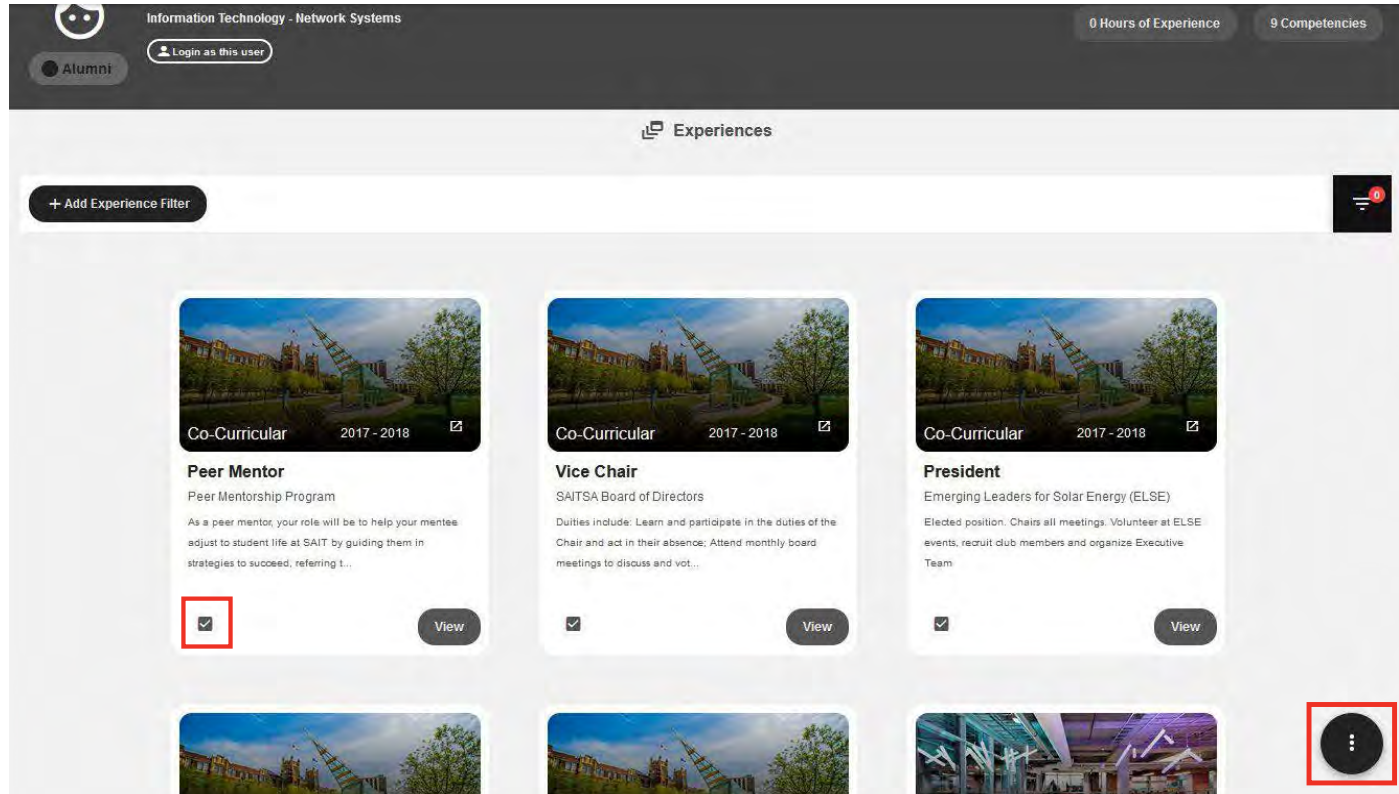
Accessing your experiential record

To access your Student Experiential Record, select the tab from your main My Career Hub dashboard.



The screenshot displays the 'Welcome' section of the My Career Hub dashboard. A horizontal navigation bar contains several tabs: 'Dashboard', 'My Co-Curricular Record', 'My Documents', 'My Applications', 'My Appointments', 'My Events', 'Student Experiential Record' (which is highlighted with a red rectangular border), and 'Outcome Campus Connect'. Below this bar, on the left, are two buttons: 'Home' and 'My Account'. The main content area begins with the heading 'Welcome to My Career Hub!' followed by a paragraph explaining the portal's purpose: 'My Career Hub is your online career portal where you can view current job vacancies, search for co-curricular activities and add them to your record, book career appointments, register for employment opportunities and access a range of helpful resources. Use the panel on the left to navigate through the site.' Below this is another line of text: 'You can view the student user guide [here](#) for assistance.' At the bottom left, there is a promotional banner for 'wavemakers' with the text 'Your new learning reality: virtual reality.' and an image of a smiling student.

From this tab, you will be able to select which experiences show on the published record by checking or unchecking each experience. Use the black action button to access the menu and choose from more options.



Publishing your experiential record

You have the control of when your record is viewable by selecting to “Publish” or “Unpublish” your record. Press the black action button (as above) to bring up this menu.

The screenshot displays the Test2 Student dashboard. At the top, a dark red header bar contains the text "Welcome Test2 Student". Below this, a navigation bar includes tabs for "Dashboard", "Experiential Education", "My Co-Curricular Record", "My Documents", "My Applications", "My Appointments", "My Events", "Student Experiential Record", and "Out". The "Student Experiential Record" tab is currently selected. On the right side of the dashboard, a dark grey menu is open, listing various actions: "Upload a Document", "Create Application Package", "Search Postings", "Book an Appointment", "Register for an Event", "Unpublish your Experiential Record", and "View Experiential Transcript". The "View Experiential Transcript" option is highlighted with a red border. Below the menu, the dashboard shows a grid of experiential records. Each record includes a thumbnail image, a title, a date range, and a "View" button. The records shown are "Student Athlete" (Trojans Women's Hockey) and "Leadership Workshop". At the bottom of the dashboard, a "Confirm" dialog box is open, asking "Unpublish the experiential record?". The "Unpublish" button is highlighted with a red border, and a "Close" button is also visible.

Sharing your experiential transcript

From the black action button, select “View Experiential Transcript”.

The screenshot displays the SAIT Industry Mentorship Program dashboard for a student named Test2. The dashboard includes a top navigation bar with a red header, a left sidebar with a dark blue background, and a main content area. The main content area shows a welcome message, a navigation menu with tabs like 'Dashboard', 'Experiential Education', and 'Student Experiential Record', and a section titled 'Experiences' with three cards: 'Co-Curricular', 'Student Athlete', and 'Leadership Workshop'. A black action button in the top right corner contains a list of options, with 'View Experiential Transcript' highlighted by a red box.

SAIT Industry Mentorship Program

in as

Welcome Test2 Student

0 Hours of Experience 0 Competencies

Dashboard Experiential Education My Co-Curricular Record My Documents My Applications My Appointments My Events Student Experiential Record Out

Experiences

Jan 2022 - Apr 2022 Mar 11, 2022

Co-Curricular 2021 - 2022

Student Athlete

Trojans Women's Hockey

Student athletes compete/participate for the Trojans as they compete in the Alberta Colleges Athletic Conference. Competencies of Teamwork,...

View

Leadership Workshop

Workshops

This is a test description of an event.

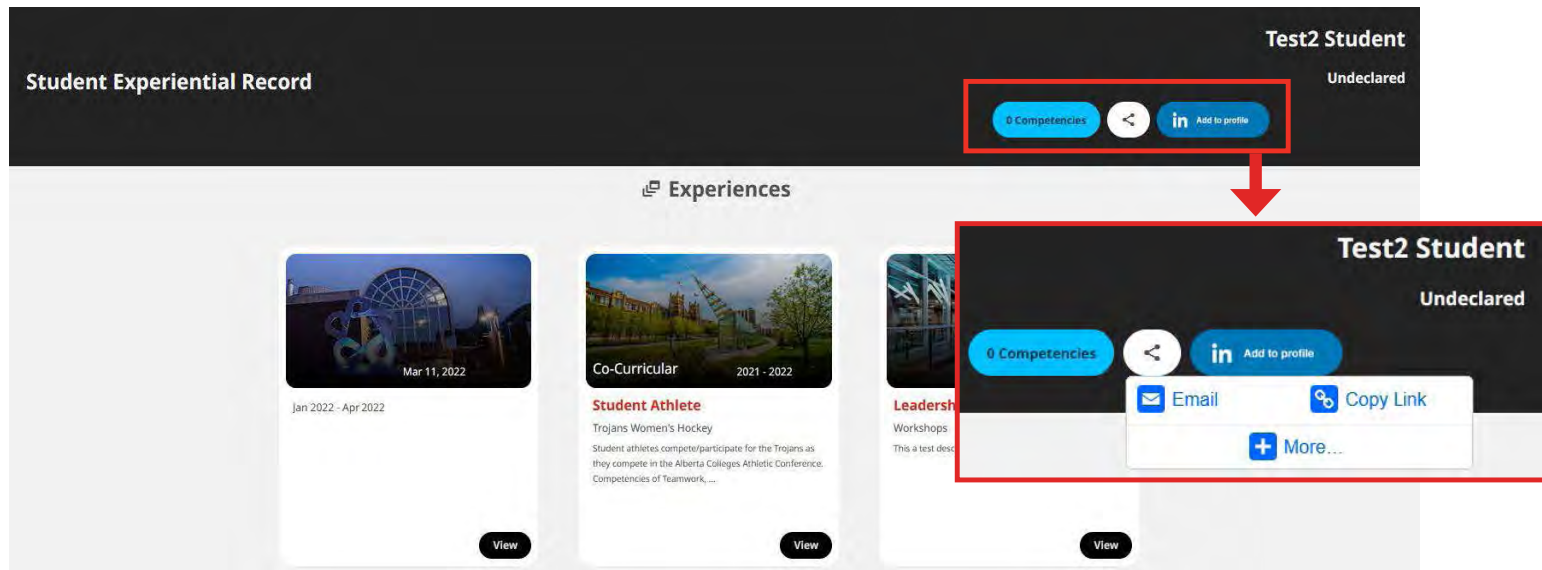
View

Actions

- Upload a Document
- Create Application Package
- Search Postings
- Book an Appointment
- Register for an Event
- Unpublish your Experiential Record
- View Experiential Transcript**

This will show you how it will appear to whomever you choose to share your record with.

You can share your record through external sites, such as LinkedIn or your own portfolio page, or you may choose to copy the URL to include in your resumé, or send directly to a contact.



You may also choose to have portfolio items and your resumé viewable through this link to your contact.

***We advise that you always tailor your resumé for each job you apply for, so carefully consider this prior to uploading a document here.**

Appendix A – Action plan template

GOAL	ACTIVITIES		RESOURCES	DEADLINES
Demonstrate Effective Interpersonal Skills	1	Prepare an elevator pitch and practice with your mentor.	• My Career Hub resources page • Appointment with Career Advisor	Week 2–3
	2			
	3			
Demonstrate Effective Networking Skills	1	Find your mentor on LinkedIn and send them an invitation to connect.	• Referral contact names and email addresses	Week 1–2
	2			
	3			
Enhance your Understanding of Workplace Culture	1	Ask your mentor how goal-setting and performance management are done in their department.	• Structure of their department	Week 3–4
	2			
	3			
Explore Career Paths & Increase Industry Knowledge	1	Conduct an informational interview with your mentor.	• ALIS website	Week 4–5
	2			
	3			
Identify and Define Transferable Skills	1	Take a skills quiz to determine what skills you already have. Ask your mentor to take the skills quiz too and compare your results. Are there skills they have that you don't?	• ALIS skills quiz • Mentor's quiz results	Week 6–7
	2			
	3			

Appendix B – Elevator pitch tip sheet

What is an elevator pitch?

- A short, succinct description of your professional identity
- Can be understood by anyone
- A networking tool, meant to help you make a connection
- Can be shared in a very short period of time, such as a two-floor elevator ride

Benefits of a good elevator pitch

- Make the most out of any opportunity – if you meet an industry insider while in a line somewhere, will you be ready to make a connection?
- Creating one helps form your professional identity – reflect on where you are, how you got there, and where you want to be
- Goal feedback – at the end of your pitch, letting the person you are talking to know your goals gives them the opportunity to provide you with feedback or advice on how to achieve them. People love to share their experience!



Structure – how to make an initial connection

- **Summary label**

- Who and what you are
- “Hi, I’m Joe Jones and I’m an IT Network Specialist”

- **Professional background**

- What did you do directly before?
- “I have just over two years’ experience providing technical support at A-1 Company”

- **Current position/situation**

- Where are you working now, about to graduate?
- “This April I will be graduating from the SAIT Information Technology Network Systems program at the top of my class”

- **Goals**

- Where are you planning on going from here?
- “My focus right now is to take the customer service skills I have learned at A-1 and technical skills I’ve gained at SAIT and start my career at an IT consulting company”



Putting it all together

“Hi, I’m Joe Jones and I’m an IT Network Specialist. I have just over two years’ experience providing technical support at A-1 Company. This April I’ll be graduating from the SAIT Information Technology Network Systems program at the top of my class. My focus right now is to take the customer service skills I have learned at A-1 and the technical skills I’ve gained at SAIT and start my career at an IT consulting company.”

Pitch qualities

- Confident but not arrogant
- Short – 15–20 seconds
- More generic than specific
- Be distinctive

Making the pitch stick

- Ask about their work and listen to their elevator pitch
- Know your audience – if they’re not in your industry then don’t use jargon
- Look for ways to add value – did they mention a problem you have experience solving?
- Never ask for anything
- Ensure the connection by offering your card, not asking for theirs
- Relate on a personal level if the opportunity arises (e.g., sports teams, kids, similar professional experiences)

Appendix C – Information interview worksheet

Information interviewing

Information interviewing is a research tool based on the idea that if you want to find out what it's like working in a particular job or for a particular company, you should talk to someone who does that type of work, or someone who works there.

The purpose of an information interview is to ask for information, not to ask for a job. You can talk with people you know as well as those you're referred to.

Before you contact someone for an information interview, decide what kind of information you're looking for. It will probably fall into one of the following three categories:

- **Occupational information** – if you're thinking about moving into a different field of work
- **Industry information** – if you're planning to target your work search to a specific industry
- **Information about a specific employer** – if you want to target a particular company or organization

Preparing for an information interview

Follow these steps to prepare for an information interview:

- Prepare your questions. See the **Deciding what questions to ask** section on this page
- Prepare a script for each contact
- Make initial contact with the person. If you don't know the person, introduce yourself and say who referred you
- Briefly explain the kind of information you're looking for
- Ask whether the person would be willing to speak with you for 10 or 15 minutes
- Keep track of the calls you make

Be prepared for one of three answers:

- "Yes, certainly." In this case, try to arrange a face-to-face meeting, or ask to conduct the interview by phone or email
- "No, I'm sorry." Accept graciously and, if appropriate, ask if another time might be better or if the person can recommend someone else for you to talk to
- "Let's talk over the phone right now." Always have your questions ready when you make your initial call!

Contacting people you know

Begin the information interviewing process with people you know.

You may know someone who:

- Works for an employer you'd like to work for
- Knows about an employer you'd like to work for
- Can refer you to someone who works for an employer you'd like to work for

Brainstorming your network

When you're trying to come up with your network, list as many people as you can. Include friends and family members, but don't limit yourself to the people you're closest to or most comfortable contacting. Also consider:

- Neighbors
- Current and former co-workers
- Parents of children's friends
- Contacts from community groups (volunteer groups, clubs, religious organizations)
- Former classmates
- Former teachers
- Friends' family members

As your network expands, add new contacts to your list.

Contacting people you don't know

Through networking or other research, you may be referred to people you don't know who can provide you with more information.

What's the worst that can happen when you contact people you don't know? They may tell you they can't or don't want to talk with you. What's the best that can happen? You may get an insider's perspective on an industry or organization.

Deciding what questions to ask

To be effective in an information interview, you need to be clear about the kind of information you're seeking.

To gather **occupational information**, consider asking the following questions:

- What does this occupation involve on a day-to-day basis?
- What skills does it require?
- What set of values does it reflect?
- How do people enter this field—both the usual and the unusual approaches?
- What do you like and dislike about this occupation?
- Would it be possible for me to job shadow you to learn more about this occupation?

To gather **industry information**, consider asking the following questions:

- What kinds of people are attracted to positions in this industry? What are their values? What motivates them?
- What changes and challenges are the industry facing?
- What are the cyclical patterns of this industry?
- What credentials or training programs are most respected within the industry?
- What are the unspoken expectations for people who work in this industry?

- What industry organizations or associations would you recommend?
- Are there trade publications or journals that would be helpful to someone interested in this industry?

To gather **employer-specific information**, consider asking the following questions:

- What are some of the key challenges in your position?
- What qualifications are required for someone to work in this position?
- What do you like most about your job with this organization?
- What do you like least about your job with this organization?
- How did you find your current job?
- What advice would you give someone who wants to work for this organization?
- Who else do you recommend I talk to about this organization?
- Who does the hiring in your organization?
(Ask this question if you were unable to find this information through your research)

Developing an information interview script

Develop a script for each information interview; your script may be different for each contact. Avoid memorizing your script or reading it to your contact word for word. Practice getting your main points across using words that seem natural to you.

- Date
- Script for (indicate name of contact)
- Briefly introduce yourself. Include some information about your background, if appropriate
- Tell the person you're interviewing how you found out about them (referral, website, job ad, newsletter or other publication, business pages, etc.)
- If you have any knowledge about the occupation, industry or company, referring to it at this point will catch the contact's attention

Depending on what you want from the interview, ask for:

- The information you're looking for, based on the section
- Deciding what questions to ask
- Feedback or advice about your skills or resumé
- Referrals and whether you can use the person's name or contact him or her for additional information
- Other support or information

Thank the person at the end of the meeting, email or phone call. Note any additional follow-up required.



Tracking your contacts

Keep track of the people you contact for information interviews. You may want to make note of the following details:

- Contact name
- Organization
- Address, phone and email address
- Date and time of contact
- Comments
- Thank-you note or email sent
- Other follow-up completed or required

The interactive Work Search Plan and Record, available at <https://alis.alberta.ca/look-for-work/find-work/my-work-search-plan-and-record>, is a tool you can use to keep track of your contacts and other work search information.

TIPS to make your Information Interview a success

- Call or arrive on time.
- Take only as much time as you've requested – 10 to 15 minutes should be long enough.
- When you make contact in person or by phone, make sure you have your script and copy of your cover letter and resumé in front of you.
- Dress professionally for the meeting. Speak slowly and clearly, and relax.
- Take detailed notes.
- Thank the person at the end of the meeting or phone call.
- Always follow up with a thank-you email. It will leave a good impression, and some of the people you talk to may be in a position to influence future hiring.

Career Advancement Services is here to help you with:

- Resumé and Cover Letters
- LinkedIn Profiles
- Career Search Techniques
- Practice Interviews
- [MyCareerHub.SAIT.ca](https://mycareerhub.sait.ca)



Reference:

Advanced Techniques for Work Search – alis.alberta.ca

Appendix D – Frequently asked questions

Q: How are mentees matched with mentors?

Both mentors and mentees are required to complete an online application form through My Career Hub. Once the applications have been submitted, the system will automatically make suggestions for connections based on a percentage of compatibility. The program administrators review each suggested connection and confirm the match.

Q: What happens if I don't get along with my mentor?

If you don't feel like a good match, we suggest the following steps:

1. Speak with your mentor 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 mentor about this, please reach out to the Industry Mentorship coordinator, oscar.chavez@sait.ca
3. If the issue still can't be resolved, we will look at finding you a new mentor. If there are no mentors available, you'll need to wait until the next semester's program.

Q: My mentor hasn't messaged me or is not responding — what can I do?

If you have emailed your mentor, check your junk/spam folder in case their response has ended up there. If you've checked your junk/spam folder and have still not heard back, please contact the Industry Mentorship coordinator and we will look into it for you. In the event that we do not hear back from your mentor either, we will remove them from the program and match you with a new mentor, if one is available.

Q: My mentor no-showed to our scheduled meeting — what can I do?

We suggest checking your junk/spam folder in case an email is there. If they have not contacted you to postpone the meeting, please let the Industry Mentorship coordinator know and we will follow up with your mentor. In the event that we do not hear back from your mentor either or this happens on more than one occasion, we will remove them from the program and match you with a new mentor, if one is available.

Q: Do we meet in person?

It is up to you. We recommend that all meetings take place either in-person in a public place, virtually – either via email or video chat – or a hybrid combination.

Q: I am expecting an important phone call during my meeting – is it OK to interrupt it?

Of course! If you have booked a meeting with your mentor that you cannot rearrange and are waiting for an important call, please just advise your mentor at the start of the meeting.

Q: What questions can I ask to break the ice with my mentor?

We have provided some sample questions you can ask your mentor in your training guide. You can also talk about TV shows you're watching, podcasts you're listening to or books that you're reading – these casual conversations will help develop a connection with your mentor.

Q: Can I keep the relationship going after the program is completed?

Absolutely! We hope that you build a meaningful connection with your mentor and continue to remain in contact with them.

Q: Will I be offered a job at the end of the program?

No. The main purpose of this program is to reach the learning goals and objectives outlined in the training.

Q: What other support is available to mentees?

The Industry Mentorship coordinator and administrators are here to assist where we can. Please do not hesitate to email us or arrange a meeting if you have any questions or concerns throughout the program.

- **Industry Mentorship Coordinator** – oscar.chavez@sait.ca
- **Career Advancement Services** – student.employment@sait.ca

There is also a selection of resources available in the My Career Hub '[Resources](#)' tab under Industry Mentorship Resources.

Appendix E – Time Management Tips

- Reinforcing your current tips around goal-setting – Make dedicated time for goal-setting at the beginning of the program – this will help you decide what you want to achieve through the mentorship program. Are you looking to develop key skills? Gain industry knowledge? Build your network? Having a clear objective will help guide your time and priorities during the program.
- Use a schedule to build in time for important aspects of your mentorship experience:
 - Once your mentorship meetings are confirmed, add them to your schedule right away (along with travel time, if applicable). Work with your mentor to set meeting times that fit well with your class schedule and other commitments.
 - Schedule short blocks (10–15 minutes) to prepare for each mentor meeting. This provides time to prepare questions/topics for discussion and to set your intention for the meeting. Coming to the meetings prepared will ensure you're making the most of the time with your mentor.
 - After each mentor meeting, schedule 10–15 minutes for reflection. Summarize your key takeaways, jot down important notes, and plan for any action steps. Aim to do this within 24 hours after your meeting for maximum learning and impact.
 - If you have actions to take between meetings, block off time for those too! Work around your fixed commitments and consider free blocks of time in your schedule.
- Use tools to stay organized with your mentorship, school-related and life tasks:
 - Create a semester calendar to visualize key dates, such as important deadlines, exams, and mentor meetings. This will help you to plan ahead and work around busy times of the semester.
 - Keep a detailed to do list of your key tasks, including mentorship action items. Seeing all important tasks for school, life, and mentorship in one place makes it easier to prioritize and plan.
 - Tools for keeping digital to do lists: [Microsoft To Do](#), [Todoist.com](#)
 - Prioritize the tasks on your to do list carefully, according to their urgency and importance. Taking a moment to consider what to focus on first is key to productivity, especially when time is limited! Consider using a tool such as the [Eisenhower Matrix](#) to help with effective prioritization.
- Stay connected with resources!
 - Sharpen your time management skills and avoid being overwhelmed with support from a [learning strategist](#). Visit our online resource guide or make an appointment for further support.

Appendix F – SAIT Policies and Procedures

[AC.2.11](#) – Intellectual Property Policy

[AC.2.12](#) – Copyright of External Materials Policy

[AC.3.4](#) – Student Code of Conduct Policy

[AC.3.4.2](#) – Student Rights and Responsibilities

[AC.3.4.4](#) – Student Non-Academic Conduct

[HS.1.2](#) – Prevention of Violence Policy

All of SAIT's policies and procedures can be found on sait.ca

“The best way to thank
a mentor is to pay it
forward, by becoming
a mentor yourself.”

ANONYMOUS

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