



Lincoln College
UNIVERSITY OF OXFORD

Linc Up

Information for Mentees

A Quick Guide to the Linc Up Mentoring Programme

This guide provides an overview of the mentoring programme and becoming a mentee; how to sign up, how the mentoring process and relationship works, and how to get started.

What is mentoring and who are the Linc Up mentors?

Linc Up is our exclusive online careers mentoring platform, for students and alumni of Lincoln College. A Linc Up mentor is an alumnus/alumna of Lincoln College, who gives you advice, support and encouragement, as well as sharing insights and knowledge on the basis of them being further ahead in their career and life experience.

Our mentors work in a wide range of sectors including: law, education, health, the civil service, technology, media, the not for profit sector, the arts, and entrepreneurship. Our mentors have all volunteered their time to help you, and they all know and appreciate how tricky (and daunting) the transition into a fulfilling professional career can be. They are on your side!

The mentoring relationship is based on encouragement, mutual trust and respect, constructive insights and feedback, and a readiness to listen, learn and share.

There is no cost attached to joining Linc Up, so join now and connect with mentors who can help you with planning the next step.

Benefits of being mentored

The benefits of being mentored are immense, as your mentors can:

- Give you honest insights into particular jobs and industries, helping you to make choices about career sectors and which jobs to target.
- Provide advice on how to get your first role in an industry and what employers are really looking for in candidates, so that you can develop the skills and experience you need to get your foot in the door.
- Share the story of their own career path and experiences – everyone faces hurdles and sometimes unexpected detours, when starting their career.

- Learn about your mentor’s career journey, and receive some words of wisdom on how to handle surprises and setbacks.
- Help you to how to craft a strong, industry-specific CV and prepare for interviews – your mentors will know what employers are really looking for.
- Some alumni may also indicate on their mentor profile that they are able to offer internship and work shadowing opportunities (if this is the case, mentors will have this listed on their mentor profile).

How to join Linc Up

Getting started with Linc Up is easy.

1. Sign up at <https://www.lincolncollege-alumni.aluminate.net/>
2. Wait for us to approve you (we need to check that you are a student or alumnus/alumna from Lincoln).
3. Access the Linc Up mentoring platform; make your profile either by adding your information or you can sync with your LinkedIn profile, then search for mentors, and use our system to send them a mentoring request.
4. You’re now on the way! Mentoring can take place, for example, via email, video chat, phone calls, or in person. You can be in touch with your mentor just once, or many times, depending on what you agree with your mentor.

Getting going with mentoring

It can feel a bit odd and daunting, when you first get in touch with a mentor. However, the key thing to remember is that the mentors have all volunteered their time to help you, so don’t be shy! They are very approachable, and were once ‘in your shoes’ as students or recent graduates. Remember, that they have agreed to be Linc Up mentors because they are passionate about supporting you – the next generation of Lincolnites.

When you send your first message to your mentor, please remember to:

- Introduce yourself.
- Outline, in brief, why you would like to be mentored by them.

- Suggest the next step, such as whether you'd like to speak with them via video, or whether you'd prefer to communicate by email.
- Also, please make sure that you have completely read your mentors profile so that you know their communication preferences, and so that you understand the ways they have offered to help.
- Finally, please let your mentor know that you are grateful for any advice they will be able to provide and for their time.

If you don't receive a reply back from them immediately, bear in mind that they may just be on annual leave, or especially busy at work, and that you may need to follow up a couple of times.

Starting your mentoring conversation

So that the mentoring relationship is purposeful and beneficial, it's helpful to clearly explain to your mentor the current situation you are in, what your career goals are, and the advice and help you would like. You can then set some objectives with your mentor and agree on how the relationship will be helpful. It's important for you both to agree how frequently you will be in touch and your method of communication. The length of your mentoring relationship is completely up to you and your mentor – it may be a week, or it may be for much longer, such as a year or more.

Expectations of you as a Linc Up mentee

Your mentor is a volunteer, giving their gift of time and knowledge to help you. It is vital that you demonstrate to them that you are enthusiastic, professional, reliable and punctual:

- Be proactive with your mentor. Read their profile fully, actively listen to their insights, read any information they send you, ask questions, and respond to all their messages.
- Share your career goals, ideas and concerns with your mentor. Be active in communicating with them, so that they can understand and help you.
- Have a clear sense of what you want to get out of being mentored, and what your mentor is offering. Please bear in mind that the Linc Up programme has been set up to allow you to connect with fellow Lincolnites, learn from their insights and feel supported. Unless a mentor is actively offering paid roles within their organisation via their Linc Up platform profile, please do

not enter into a mentoring relationship with the goal of securing an offer of employment from your mentor.

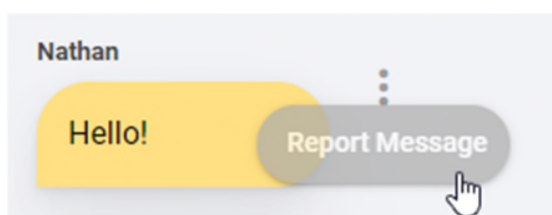
- Be reliable in following up on agreed actions.
- **Thank your mentor for their help.** Let them know the impact of their support and their time, whether it is one week of mentoring or for a much longer period.

If you have any questions about Linc Up or you have any issues navigating the platform, please don't hesitate to contact Jo Campsall from the Lincoln Development Office at jo.campsall@lincoln.ox.ac.uk

If you need to raise any issues about mentoring:

All messages and correspondence sent within the Linc Up system are confidential between mentor and mentee. However, if you feel that someone is sending you unsolicited messages, or is behaving in a way that is inappropriate/unprofessional, you can report this behaviour to the Lincoln Development team and/or via the Linc Up platform 'report' button:

- You can flag any issues with Jo Campsall (Development and Alumni Relations Officer) at jo.campall@lincoln.ox.ac.uk
- You can report an issue via the platform, by clicking on the platform message that you want to report, then clicking on the '...' And selecting 'Report Message':



A member of the Aluminate platform team will be notified, as well as Jo Campsall in the Lincoln Development team. If necessary, further action will then be taken. All reports will be treated sensitively.