

Alumni2Student Mentorship Program

Mentee Guide

Essential Handbook for Student Mentees

This program is being led by the Office of Advancement and Alumni Engagement

Program Overview



The Alumni2Student Mentorship Program connects Schulich students with experienced alumni for a meaningful mentorship experience during the Fall Term. Mentees commit to at least two 30-minute meetings with their alumni mentor and are responsible for initiating the first connection.

The program is designed to support students’ professional and personal development through conversations about career exploration, job search strategies, time management, communication and other areas of professional growth. Mentors and mentees are matched based on factors such as program, areas of interest, mentorship preferences and professional experience.

Please note that the Alumni2Student Mentorship Program is not a job placement program and does not guarantee a mentor from a specific company, role or industry.

Program Timeline - Two months

Fall 2026 Program Dates: October 5 – December 11, 2026.

Who can participate?

Schulich Alumni (as mentors) and Schulich students (as mentees). Alumni mentors are required to have at least two years of professional experience.

Why participate as a Mentee?

The Alumni2Student Mentorship Program connects you with an experienced Schulich alum who can provide guidance, share professional insights and support your personal and professional growth. Through meaningful conversations, you'll have the opportunity to explore career paths, build confidence, develop professional skills and learn from your mentor’s experiences. Whether you’re navigating your career goals or looking for a fresh perspective, mentorship can help you take meaningful steps forward.

Interested in Future Mentorship?

Scan the QR code to register your interest in future Alumni2Student Mentorship opportunities.

How to Participate as a Student Mentee:

- **Complete the Registration Form:** Submit the Alumni2Student Mentorship Program registration form and provide your most up-to-date information.
- **Provide Your Preferred Email Address:** Use an email address you check regularly so you don’t miss important program updates or information about your mentor.
- **Tell Us About Your Interests:** Provide accurate information about your career interests, areas of interest and mentorship goals to help us identify a suitable mentor.
- **Watch Your Inbox:** Once matching is complete, you'll receive an email with your mentor’s information and next steps.

Once matched, it is your responsibility as the mentee to make the first connection with your mentor and begin your mentorship journey.



What's Expected of You



What Defines a Mentoring Relationship?

Mentorship can take many forms, but within the Alumni2Student Mentorship Program, we define mentorship as a relationship in which an experienced Schulich alum provides guidance, support and insight to a Schulich student.

Mentee's role & responsibilities:

In the Alumni2Student Mentorship Program, a mentee is a student who is committed to learning from the experiences and perspectives of a Schulich alum.

As a mentee, your role is to take an active part in the mentorship relationship by coming prepared with goals and questions, being open to feedback and following through on agreed-upon actions. Approach each interaction with respect, professionalism, curiosity and a willingness to learn and grow.

Stay Connected and Informed

- **Be responsive:** Check your preferred email address regularly and respond promptly to messages from your mentee and the Alumni Engagement team.
- **Keep your information up to date:** Let the Alumni Engagement team know if there are any changes to your contact information, current role or organization during the program.



Pro Tip: Take the Lead

As a mentee, you are responsible for initiating the first connection and helping to keep the mentorship moving forward. Come prepared with questions, suggest meeting times and follow up with your mentor to make the most of your experience.

Your roles and responsibilities include:

- **Initiate Contact:** Reach out to your mentor promptly once you receive your match information.
- **Manage Meetings:** Take the lead in scheduling and confirming meetings with your mentor.
- **Respect Your Mentor's Time:** Be responsive and punctual, and provide advance notice if you need to reschedule or cancel a meeting.
- **Stay Engaged:** Come prepared with questions, goals or topics you would like to discuss and follow through on agreed-upon next steps.
- **Maintain Confidentiality:** Respect the privacy and confidentiality of information shared throughout the mentorship relationship.
- **Communicate Concerns:** Contact the Schulich Alumni Engagement team at mentorship@schulich.yorku.ca as soon as possible if you experience any issues or are no longer able to participate in the program.



Matching Process and Milestone Overview

Understanding the Matching Process

Student mentees are matched with alumni mentors based on factors such as program, areas of interest, mentorship preferences and professional experience. Mentors have at least two years of full-time professional experience, helping to provide students with relevant guidance and support. Once matching is complete, you will receive an email with your mentor’s contact information and next steps. As the mentee, you are responsible for initiating the first connection with your mentor.

Reaching Milestones

To help you make the most of your mentorship experience, mentees are expected to work toward three key milestones during the Fall Term:

Milestones	Suggested deadline	Recorded By
Milestone 1 - Initiate Connection Mentee sends a introductory message.	By October 16	Mentee
Milestone 2 - First Kick-off Meeting Participate in the first mentorship meeting.	By October 30	Mentee
Milestone 3 - Progress Meeting Attend second mentorship meeting.	By November 27	Mentee



Mentorship Kick-Off

Getting Started

Once you have registered for the Alumni2Student Mentorship Program, you will be notified by email when you have been matched with an alumni mentor. Your match email will include your mentor’s contact information and next steps.

Initiating Contact

As a student mentee, it is your responsibility to make the first connection with your mentor and schedule your first meeting within the first two weeks of the program.

If you have not received a response from your mentor within three business days, please send a friendly follow-up email. If you still do not receive a response, contact the Alumni Engagement team at mentorship@schulich.yorku.ca for assistance.

You will find an example below that you can refer to if you are initiating the first meeting:

Subject: Introduction and Meeting Request

Hello **[Mentor’s Name]**,

My name is **[Your Name]**, and I’m delighted to have been matched with you as your mentee through the Alumni2Student Mentorship Program. I am a **[insert degree and year]** student.

I greatly appreciate your commitment to mentoring and look forward to gaining insights on advancing my career in **[Insert Industry]** from you.

To kick off our mentorship journey, could we schedule our first meeting within the next two weeks? I’m open to meeting either in-person or online. Here are a few time slots that work for me:

1. **[Day, Month Date] at [Time] ([Time Zone])**

2. **[Day, Month Date] at [Time] ([Time Zone])**

3. **[Day, Month Date] at [Time] ([Time Zone])**

Please let me know which option suits you best, or propose alternative dates if needed.

I’d also be happy to connect using the communication method that works best for you. You can reach me directly at **[Insert Email Address]**.

Looking forward to our initial discussion and learning from your expertise!

Best regards,
[Your Name]

Connecting with your Mentor



Prepare for Your First Meeting

If available, review your mentor's LinkedIn profile or professional background before your first meeting. This can help you prepare thoughtful questions and learn more about their career journey and experience.

Communication & Confidentiality

- Remember that your mentor is volunteering their time. Be flexible with scheduling and meeting formats while remaining committed to the program.
- Respect the privacy and confidentiality of information your mentor shares with you.
- Discuss communication preferences and expectations early in the relationship.

Mentorship Relationship Parameters

- Your mentor's contact information should be kept private and used only for purposes related to your mentorship relationship.
- The Alumni2Student Mentorship Program is not a job placement program. Do not expect or ask your mentor to provide or secure an internship or employment opportunity.
- For academic concerns involving courses, grades or faculty members, please use the appropriate Schulich academic advising or student support resources.

Commitment

- Meet with your mentor for a minimum of two 30-minute meetings during the program.
- Agree together on the meeting format, timing and frequency that work best for both of you.
- Take responsibility for initiating and maintaining contact with your mentor.
- Come prepared with goals, questions or topics you would like to discuss at each meeting.
- Be punctual, professional and respectful of your mentor's time.
- Listen openly and be receptive to the advice, perspectives and insights your mentor shares.

First Meeting



First meeting, goals and objectives

- As the student, you are responsible for setting up the meetings.
- Before your first meeting, send your mentor a copy of your resume to provide them with background on your experiences.
- Prepare an agenda that includes your goals and share it with your mentor before the meeting.
- The work you have done in identifying your challenges will establish preliminary program goals, but these will change throughout the program.

Sample Questions for your First Meeting

Personal

- What are your key strengths and weaknesses, and how have they shaped your career journey?
- How do you achieve a balance between your professional and personal life? What methods have been most effective for you?
- Looking back on your career, are there any decisions or actions you would change if given another chance?

Professional

- What are some effective techniques for acing interviews and making a strong impression on potential employers?
- What tips do you have for creating a standout resume that effectively showcases your skills and accomplishments?
- Are there other career paths within our industry that intrigue you or that you've thought about pursuing?
- What key skills or certifications would you recommend for someone aiming to excel in our field?

Academic

- In what ways did your time at Schulich equip you for the challenges and opportunities in your current role?
- Are there particular courses, professors, or experiences at Schulich that had a notable impact on your career?
- What strategies would you suggest for making the most of academic resources and opportunities at Schulich to better prepare for your career?

Prepare for success: Quick Checklist

- Research Your Mentor
- Define Your Goals
- Prepare Questions
- Review A2S Mentorship Program handbook for Mentees
- Bring Relevant Materials
- Consider Challenges and Opportunities
- Listen Actively
- Follow Up on Action Items
- Express Gratitude
- Reflect on the mentorship discussions and insights gained

FAQs

Q: What if I sign up after the deadline?

A: We might not be able to accommodate late sign-ups, but we will consider it. Contact us at mentorship@schulich.yorku.ca for inquiries.

Q: Will I be guaranteed a match if I participate?

A: While we aim to match all eligible participants, a match cannot be guaranteed and will depend on mentor availability and matching considerations. Providing complete and accurate information about your interests, goals and mentorship preferences will help us identify a suitable match. If we are unable to match you, the Alumni Engagement team will follow up with you directly.

Q: How often can I participate in the program?

A: The program runs quarterly from each academic term - Fall, Winter and Summer. You can participate each quarter, but inform us if you are paired with a previous participant.

Q: How are matches made?

A: Mentors and mentees are matched based on factors such as program, areas of interest, mentorship preferences and professional experience. While we aim to create meaningful and relevant connections, matches are based on mentor availability and cannot guarantee a specific industry, role or organization.

Q: What if I'm matched with someone but don't hear from them?

A: The responsibility to reach out initially lies with the mentee. If you haven't heard from them, follow up. If there's still no response, please email us at mentorship@schulich.yorku.ca.

Q: What should I do if I'm not comfortable with my mentor or feel we're not a good match?

A: You'll be paired with a mentor who is senior to you. While personal chemistry isn't always perfect, approach the relationship with a supportive attitude and aim to fulfill the minimum requirement of two meetings. If you encounter difficulties, contact the Alumni Engagement team at mentorship@schulich.yorku.ca.

Q: What happens when the program concludes?

A: Once the program concludes, the formal mentorship period ends. We encourage you to stay connected with your mentor if you both wish to continue the relationship beyond the program.

Q: Is it possible to have more or fewer than three meetings?

A: The program sets a minimum of two meetings. However, you and your mentee are welcome to schedule additional meetings or extend session times if you both agree.

If you have any further questions or comments, about the mentorship program, please reach out to the Alumni Engagement team at mentorship@schulich.yorku.ca.