ENGINEERING ALUMNI MENTORSHIP PROGRAM
OVERVIEW

2017
OFFICE OF ADVANCEMENT
ENGINEERING ALUMNI MENTORSHIP PROGRAM

ABOUT

The U of T Engineering Alumni Mentorship program pairs motivated students and recent graduates with an alumni mentor. Mentors are established professionals who help students and recent graduates develop skills for the workplace and expand their professional networks. The program is offered in partnership between the Engineering Office Advancement and the Engineering Alumni Network.

To participate in the Alumni Mentorship program, mentors and mentees are both required to sign-up for Engineering CONNECT.
ENGINEERING ALUMNI MENTORSHIP PROGRAM
MENTOR AND MENTEES OVERVIEW

MENTORS

• Mentors are U of T Engineering alumni who are seasoned professionals and industry leaders prepared to share their knowledge, resources and passion.

• Mentoring is a great way to stay connected to the Skule™ community and contribute to the success of current and future Skule™ alumni.

• Benefits and Rewards
  o Refine interpersonal and leadership skills
  o Expand professional network
  o Shape future talent
  o Connect with U of T Engineering
  o Discover fresh perspectives
  o Attend exclusive events

MENTEES

• MENTEES are either: 1) hard-working undergraduate students 2) motivated recent graduates (Class of 1T7, 1T6 or 1T5) or 3) M.A.Sc, PhD or M.Eng. students.

• MENTEES can expect to receive guidance to help them navigate various career options, learn invaluable skills for professional development and make new contacts to give them a competitive advantage in the job market.

• Benefits and Rewards
  o Develop a career path
  o Expand professional network
  o Develop new skills and knowledge
  o Learn from experienced industry leaders
  o Transition into the workforce with ease
  o Attend exclusive events
ENGINEERING ALUMNI MENTORSHIP PROGRAM
U OF T ENGINEERING CONNECT

Engineering CONNECT is a gateway to enriching your professional and personal network. By joining this new robust online community, you will have the opportunity to:

• Send and/or accept mentorship requests
• Access a comprehensive directory of industry contacts
• Discuss and share relevant news, events and Skule™ memories
• Learn from or advise fellow graduates
• Search the platform for new employees and job opportunities
• Solve complex problems with other students and alumni
• Stay up to date on your department
ENGINEERING ALUMNI MENTORSHIP PROGRAM
TIMELINE

• Wednesday, September 20 at 6:30 PM
  • Engineering Alumni Mentorship Program Information Session for Mentees & Mentors
    • Required for mentees, recommended for mentors
    • Learn how to use Engineering CONNECT for mentorship
    • Network with mentors and mentees
    • Join the Engineering Alumni Mentorship Program group on Engineering CONNECT

• Wednesday, September 27 at 5 PM – Join the Alumni Mentorship Program Group
  • Final day for mentors and mentees to join the Alumni Mentorship Program group on Engineering CONNECT.

• Wednesday, October 4 at 5 PM – Send or Accept/Decline Mentorship Request
  • Final day for mentees and mentors to send or accept/decline a mentorship request(s) on Engineering CONNECT.

• Wednesday, October 11 at 6 PM
  • Engineering Alumni Mentorship Program Kick-Off for Mentees & Mentors
    • Meet your mentor(s) or mentee(s)
    • Discuss mentorship program goals and complete goal-setting worksheet
    • Engineering CONNECT refresh
REGISTERING ON ENGINEERING CONNECT

Creating an Account & Joining the Alumni Mentorship Program Group
ENGINEERING ALUMNI MENTORSHIP PROGRAM
REGISTRATION

• Go to uoftengineeringconnect.ca. It’s free, fast, and easy. You can use your existing Facebook, LinkedIn or email account to join.

• Mobile apps are available now on Google Play and the App Store.

• Already a member of Engineering CONNECT? Sign-in to your existing account.

• New to Engineering CONNECT? Under “Join Now”, select the best sign-up option for you.
  o Options:
    • Join using your LinkedIn Account
    • Join using your Facebook Account
    • Join using your personal email address
ENGINEERING ALUMNI MENTORSHIP PROGRAM
CREATING YOUR ACCOUNT USING LINKEDIN

• Enter your LinkedIn username and password
• Click “Allow Access”
• Complete your profile information
  o Name
  o Email address
  o Degree
  o Graduation Year
  o Department
• Click “Continue”
ENGINEERING ALUMNI MENTORSHIP PROGRAM
CREATING YOUR ACCOUNT USING FACEBOOK

• Enter your Facebook email/phone and password
• Click “Log In”
• Complete your profile information
  ○ Name
  ○ Email address
  ○ Degree
  ○ Graduation Year
  ○ Department
• Click “Continue”
ENGINEERING ALUMNI MENTORSHIP PROGRAM
CREATING YOUR ACCOUNT USING EMAIL

• Complete your profile information
  o Name
  o Email address
  o Choose a password
  o Degree
  o Graduation Year
  o Department
  o Upload a photo (recommended, but optional)

• Click “Continue”
ENGINEERING ALUMNI MENTORSHIP PROGRAM
ACCOUNT REVIEW/APPROVAL PROCESS

• Account Review
  ○ Once you’ve completed the account registration process, stay tuned for an email indicating your approval into the Engineering CONNECT community (generally within 1-2 business days).

• Account Approval
  ○ Once your account is approved, you will receive an email indicating that you can now access the site. Please click “visit site” from the email or go directly to engineeringconnect.ca and use the login credentials you created during registration.

• Please note: if you receive notification that your account was not approved, please contact Sarah Steed, Online Alumni Engagement & Marketing Strategist at connect@ecf.utoronto.ca. Your account might have been declined because you are a current student attempting to register as an alumni account.
ENGINEERING ALUMNI MENTORSHIP PROGRAM
JOIN THE ALUMNI MENTORSHIP PROGRAM GROUP

• To register for the program as a mentor or mentee, all you need to do is join the Alumni Mentorship Program group on Engineering CONNECT.

• Go to ‘Groups’ and select ‘Alumni Mentorship Program’.

• On the top left-hand side, select ‘Join Group’.

• Account Review
  o Once you’ve sent a ‘join group’ request, stay tuned for an email indicating your approval into the Alumni Mentorship Program group.
SEARCHING FOR A MENTOR

Important Information for Mentees
ENGINEERING ALUMNI MENTORSHIP PROGRAM
SEARCHING FOR A MENTOR ON ENGINEERING CONNECT

- Go to the Alumni Mentorship Program group.
- Click on “Members” from the top menu.
- Search for mentors by name, location, program, company or industry.
ENGINEERING ALUMNI MENTORSHIP PROGRAM
REQUESTING A MENTOR ON ENGINEERING CONNECT

• Click on the user’s name to review their profile.

• Once you find the ideal mentor, click “Request mentorship”.

• Personalize your message
  ○ Make sure you tell the mentor why you want them to mentor you. Click “Send”.

• A confirmation screen will appear noting that the request has been sent.
ENGINEERING ALUMNI MENTORSHIP PROGRAM
CONTACTING A MENTOR ON ENGINEERING CONNECT

- Click on the “Me” tab to go to your profile.
- Under “Mentoring,” hover your mouse over your mentor’s image and click on the mentor’s name.
- You will be redirected to your mentor’s profile. Click “Send message”.
- A message screen will appear. Type your message and click “Send”.
- A confirmation screen will appear noting that the message has been sent.
MANAGING MENTOR REQUESTS

Important Information for Mentors
ENGINEERING ALUMNI MENTORSHIP PROGRAM
RECEIVING A MENTORSHIP REQUEST

• Help students find you! Keep your profile up-to-date.

• Post a short description about why you want to be a mentor, how many mentees you are willing to take on, and your area of expertise in the Alumni Mentorship Program group.

• If for some reason you are unable to accept a mentor request, please contact Stephanie Ordon, Alumni Relations Officer at Stephanie.ordon@ecf.utoronto.ca to discuss how to communicate with the student.

• If you for some reason you are no longer able to participate in the Engineering Alumni Mentorship program, you can remove yourself from the Engineering CONNECT group. Please contact Stephanie Ordon, Alumni Relations Officer at Stephanie.ordon@ecf.utoronto.ca to discuss.
ENGINEERING ALUMNI MENTORSHIP PROGRAM
ACCEPTING A MENTORSHIP REQUEST

- Once a student sends you a mentorship request, you will receive an email from Engineering CONNECT indicating that a student has requested you as their mentor.
  - The email will be sent to the account you registered with (e.g. LinkedIn, Facebook or email).

- From the mentor request email, click the “Accept/Reject” button or log in to your Engineering CONNECT account directly at engineeringconnect.ca.

- Click the envelop icon located on the upper right-hand corner of your account.

- Click on the “Mentorship Request” tab.

- Click “Accept” in the bottom right-hand corner.
ENGINEERING ALUMNI MENTORSHIP PROGRAM
CONTACTING A MENTEE ON ENGINEERING CONNECT

• Click on the “Me” tab to go to your profile.

• Under “Mentoring,” hover your mouse over your mentee’s image and click on the mentee’s name.

• You will be redirected to your mentee’s profile. Click “Send message”.

• A message screen will appear. Type your message and click “Send”.

• A confirmation screen will appear noting that the message has been sent.

• You will continue to use the above process to contact your mentee throughout the Engineering Alumni Mentorship program.
ENGINEERING ALUMNI MENTORSHIP PROGRAM
TURNING OFF YOUR WILLINGNESS TO MENTOR
(STEPS TO COMPLETE ONCE YOU’VE REACHED YOUR MENTOR CAPACITY)

• To ensure optimal success, we recommend that volunteers take 1-2 mentees. Please follow the steps below to “turn off” your status as a mentor volunteer once you have reached your limit. Failure to do so may result in multiple mentorship requests.

• Click on the “Me” tab from the top toolbar.

• Click “Update your profile”.

[Image of the University of Toronto Faculty of Applied Science & Engineering]

[Image of Stephanie Ordon, Staff Alumni Relations Officer at the University of Toronto - Faculty of Applied Science & Engineering]

[Image of the LinkedIn profile area with options to update profile information]

[Image of the University of Toronto Faculty of Applied Science & Engineering logo]

[Image of the BOUNDLESS logo]
ENGINEERING ALUMNI MENTORSHIP PROGRAM
TURNING OFF YOUR WILLINGNESS TO MENTOR
(STEPS TO COMPLETE ONCE YOU’VE REACHED YOUR MENTOR CAPACITY - CONTINUED)

• Click **“Update your profile”**.

• Unclick the **“Willing to mentor”** box under the “Willing to help” section.

• Click **“Update”**.

• A green checkmark will confirm the update.

• Click **“I’m done updating”** in the upper right-hand corner.

• You will be redirected back to your profile.
ENGINEERING ALUMNI MENTORSHIP PROGRAM
LEAVING THE ALUMNI MENTORSHIP PROGRAM GROUP

- To remove yourself as a mentor, all you need to do is leave the Alumni Mentorship Program group.

- Unclick the “Willing to mentor” box under the “Willing to help” section.

- Click “Update”.

- A green checkmark will confirm the update.

- Click “I’m done updating” in the upper right-hand corner.

- You will be redirected back to your profile.
QUESTIONS?
CONTACT US

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Additional Resources:
• Frequently Asked Questions