

## INFORMATION SHEET FOR MENTORS

**We are very pleased about your interest in participating in a mentoring program at the University of Oldenburg as a mentor!**

Many of the professional experiences that you take for granted are worth their weight in gold for academics at the beginning or at turning points in their careers.

Within the framework of a mentoring relationship, you agree to meet at regular intervals with a mentee from the University of Oldenburg and to share your knowledge and experience with him or her through exchange and consultation.

### Your tasks as a mentor

The following aspects can be part of your mentoring relationship:

- You support your mentee by openly sharing your professional experiences and strategies. The informal side of your career is also of particular interest here.
- You support her or him in the development of professional strategies and in career planning.
- You give your mentee open and constructive feedback and assess his or her potential, situation and possibilities.
- You identify upcoming challenges with your mentee and give him or her tips on how to overcome them.
- You will make your mentee more visible at events/ lectures/ projects.
- You provide your mentee with access to networks and arrange helpful contacts.

### Your profit

- the opportunity to share your own experiences and
- to reflect on your own life path and current professional situation
- gain of experience through intergenerational exchange
- insight into the situation and professional decision-making contexts of junior researchers
- feedback on your own support and consulting behaviour
- extension of own consulting competencies
- increase of leadership and social competence

### Your time investment

Mentoring does not mean an all-round support of the mentee, but a clearly defined, goal-oriented and solution-focused exchange within a jointly defined time frame. The following time investment should be planned for the mentoring relationship with your mentee during the duration of the program:

- approx. 1.5 - 2-hour tandem meetings at intervals of 4-6 weeks
- in addition - after arrangement - contact by telephone/ email/ video-telephony.

### **Mentoring Agreement**

If you decide to accompany a mentee, we suggest that you fill out and sign a mentoring agreement with her or him, in which you both agree on the goals. This agreement is usually voluntary. Should certain programs make such an agreement mandatory, we ask you to send a copy signed by both parties to the program coordination.

In addition, the mentoring programs usually include several accompanying events such as workshops, training, coaching and lecture evenings for the mentees.

We assume that your schedule does not allow much leeway - therefore we would like to invite you to attend the respective closing event (or, depending on the program, a joint kick-off event) of the mentoring program, as this also represents the formal end of the joint work as a mentoring tandem.

### **Do you have further questions?**

Please feel free to contact the coordinator of the respective mentoring program!