

Mentorship Guide for Mentees



Green Career Centre

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● Introduction to Mentorship

Mentorship is an invaluable resource for a mentee's personal and professional development.

- As a mentee, your responsibilities include...
 - Setting clear goals and objectives with your mentor.
 - Come prepared to meetings with questions to ask and other topics to discuss.
 - Showcasing appreciation and respect towards the mentor. This includes being punctual and respectful of the mentor's time.
 - Having a strong willingness to learn from the mentor by being receptive to feedback, and advice, and being proactive in seeking opportunities for growth and development.
- As a mentee, you have the opportunity to...
 - Expand your professional network and build meaningful connections.
 - Receive advice and guidance relevant to your academic and career interests.
 - Improve your interpersonal skills
 - Develop realistic and achievable goals to advance your career development.



● Introduction to Mentorship

- Mentor and Mentee Introductions: Mentors and mentees should introduce themselves and their backgrounds. Discuss your interests, goals, and expectations for the mentorship.
 - Here is an example of a mentee introducing themselves to a mentor.
- Mentee Introduction: “Hello! My name is [insert name] and I am a [insert year of study and major] student studying at the [insert educational institution]. My career goals are centred around [insert career goals]. I hope to be a [insert career path] in the future. In my free time, I enjoy [insert hobbies]. I look forward to learning more about your journey to guide my career development.”
- Let’s apply this template by crafting an example:
 - “Hello! My name is Uliana and I am a third-year environmental sciences student studying at the University of Toronto. My career goals are centred around sustainability program coordination and environmental education. I hope to be a sustainability program coordinator in the future. In my free time, I enjoy rock climbing, reading, and cooking. I’m looking forward to learning more about your journey to guide my career development in the sustainability space.”
 - This guide will provide a series of questions that you should ask your mentor in order to understand how to fuel your green career development. As your mentor answers your questions, write and store notes on the key takeaways from your mentorship meetings so that you can revisit them later.

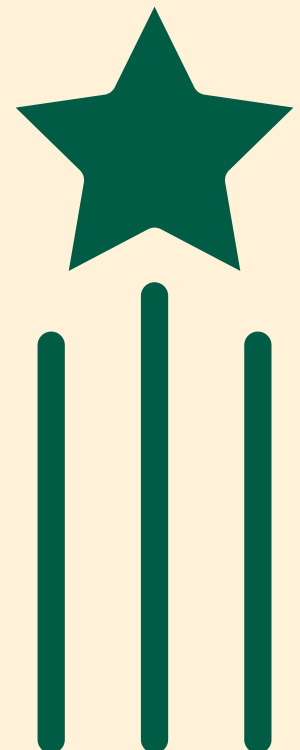
● Professional Development Opportunities

As a mentee, you should proactively seek opportunities to help fuel your career development.

- **Identifying Strengths and Areas for Growth**
- Before you do, you should identify any areas of growth you are looking to achieve. You can consult with your mentor about these areas of growth by asking the following questions.
- How did you determine what skills you needed to work on before going into your career path?
- How can I determine the proficiency level of a skill that I've learned before putting it on my resume?
- What type of opportunities did you take advantage of to improve your skills?

- **Online Courses and Certifications**

- Taking online courses and certifications can provide a boost to your green career development by gaining new green skills, improving your current green skills, and expanding your knowledge of sustainability. However, many employers value certain certifications more than others, so it's important to consult with your mentor about what types of certifications you should consider obtaining to advance your career. Ask these questions to receive more clarification about these courses.

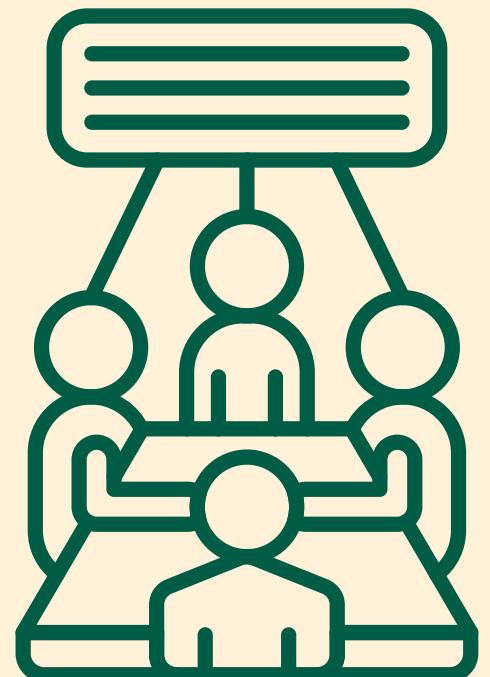
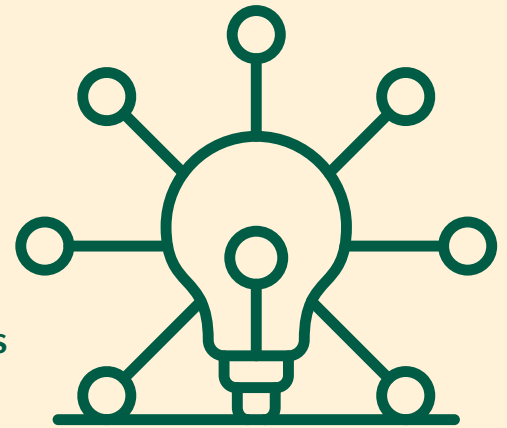


● Professional Development Opportunities

- Did you take any online courses and certifications? What online courses did you complete that were related to your career path? Did you find them beneficial?
- How do you evaluate how useful taking an online course is for your career development?
- How did you fit obtaining online courses and certifications into your schedule?

- **Workshops and Webinars**

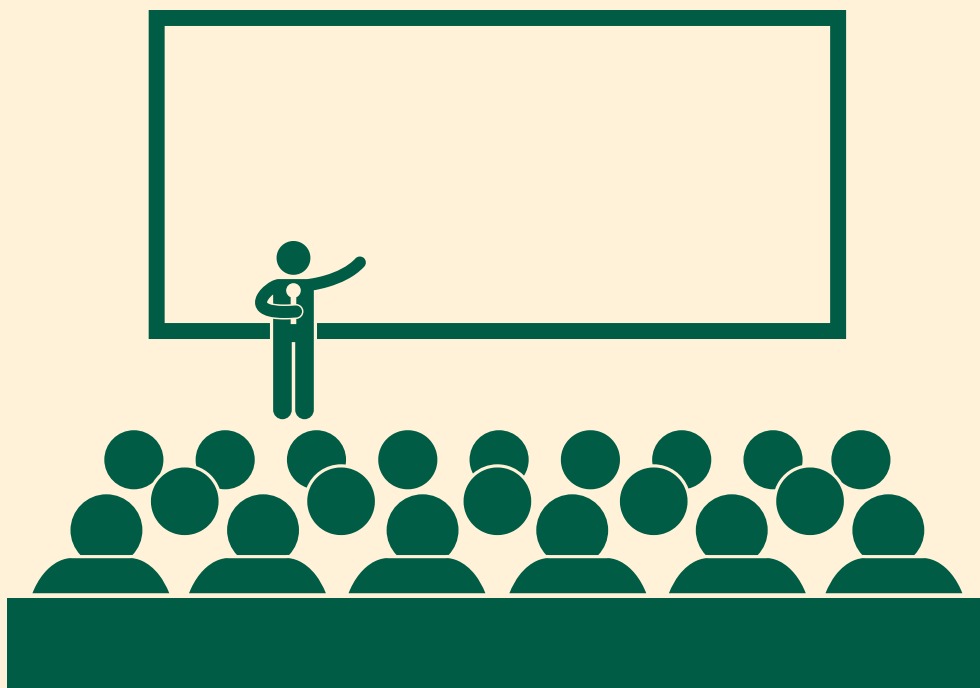
- Workshops and webinars are another learning opportunity to enhance your skill-upgrading and gain insights into sustainability industry trends. Ask your mentor these questions about workshops and webinars to ensure you make the most out of your green career development.
- How do you keep yourself aware of upcoming workshops and webinars? Where do you hear about them?
- How do you network with other sustainability professionals at workshops and webinars?
- What types of workshops and webinars did you attend? How significant were they for your green career development?



● Professional Development Opportunities

- **Conferences and Seminars**

- Attending conferences and seminars are amazing opportunities to practice your networking skills, learn about sustainability research, and serve as motivation for the possibilities of your career development. Ask your mentor for advice about conferences and seminars to determine which conferences you should attend and how to expand your network at a conference.
- Have you ever presented research at a conference? If so, what was it about?
- How beneficial did you find attending conferences/seminars for your green career development?
- I noticed that many conferences are expensive to attend. Did you have any financial barriers to trying to attend a conference? How did you overcome these obstacles?



● Resumes and Cover Letters

- **Crafting a Green-Focused Resume:**
 - Before you submit that job application, your mentor can help you revise your resume by providing feedback on the structure, organization, formatting, grammar, and accomplishments of your resume.

- **You can also your mentor the following questions to help with your resume:**

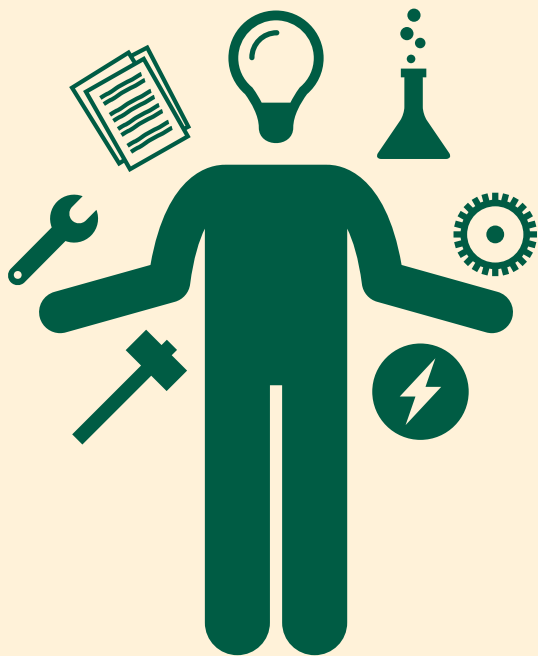
- How long should my resume be?
- What sections should I always have in my resume?
- What is the best resume format to use?
- What mistakes should I try to avoid when crafting my resume?



- **Showcasing Relevant Skills and Accomplishments:**
- When filling out your resume, it is important to highlight and emphasize your skills and accomplishments from your extracurricular activities, work experience, and community involvement. Your mentor can help you showcase your best accomplishments and skills when providing feedback on your resume. Ask your mentor the following questions to ensure that your skills and accomplishments are relevant to the job description.

● Resumes and Cover Letters

- Should I list soft skills on my resume?
- What's the difference between soft skills and technical skills?
- What counts as a green skill?
- Which experiences from my CV would be best to highlight on my resume for this job opening?
- What action verbs should I use to highlight my accomplishments?
- Should I include a summary or objective in my resume?



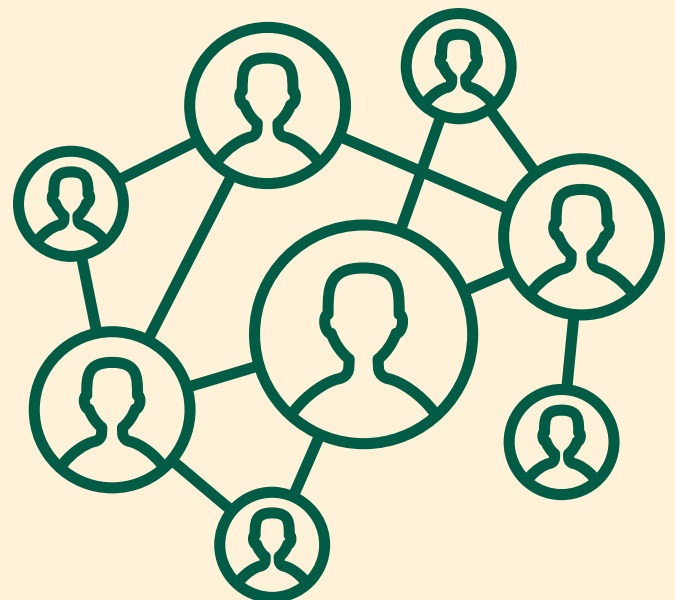
• Tailoring Cover Letters to Green Job Applications:

- It's a great idea to get a second set of eyes reading your cover letter before you submit the document. Your mentor can help you identify areas of improvement to work on to ensure that your cover letter is personalized, grammatically correct, and relevant to the job description. Ask the following questions to send a polished and tailored cover letter.

- How long should my cover letter be?
- How do I relate my experiences described in the cover letter back to the job description?
- Do you have a template or toolkit that you use for writing your cover letters? How do you adapt them to different job descriptions?

● Networking Opportunities

- **Leveraging Social Media for Professional Networking:**
- Social media platforms such as LinkedIn can provide excellent opportunities to network with a diverse group of sustainability professionals. You can benefit from using social media for networking since it makes you more visible as an employable candidate and provides a wider reach to network with sustainability influencers and professionals. Ask your mentor questions about how to maximize the effectiveness of networking platforms for your green career development.
- Are there any specific groups or pages that I should follow to connect with sustainability industry professionals?
- How do I make insightful responses to LinkedIn posts from professionals that I want to talk to?
- How do you approach networking with sustainability professionals?
- When networking with sustainability professionals, how can I ask them for an informational interview?



● Networking Opportunities

- **Joining Green Industry Associations:**

- Joining green industry associations can also provide networking opportunities, training programs, and skill-building opportunities for sustainability professionals. If you are a mentee who is also an undergraduate student, there are some green industry associations that provide free student membership. However, these can be difficult to find with one Google Search. Fortunately, a mentor can help you find one that best suits your career interests and has an affordable membership.



- Are there any green industry associations that offer free membership to access their resources as an undergraduate student?
- Are you a member of any green industry associations?
- Do you believe that the costs of joining many green industry associations is justified?
- Are there leadership opportunities within these green industry associations that could further boost my green career development?

● Interviews

A major step towards landing a green career is landing a green job interview.

- **Preparing for Green Job Interviews:**

- Preparing for green job interviews involves understanding specific aspects of the sustainability sector, showcasing your passion for addressing the climate crisis, and demonstrating your qualifications for the green job role. We recommend asking your mentor the following questions to best prepare yourself for a green job interview.
- How do you conduct research on a company or an organization?
- How do you best answer the question “Tell me about yourself?”
- How much time should I put in for preparing for an interview when faced with other commitments?

- **Showcasing Passion for Sustainability:**

- As a mentee, securing a green job means that you need to showcase your passion for sustainability and addressing the climate crisis. You can receive help from your mentor to identify how you can showcase your passion for sustainability. Ask these questions so that you can confidently arrive in an interview and showcase that you are ready to commit to a sustainability position.



● Interviews

- How do I strike a balance between showcasing my passion for sustainability and addressing the broader aspects of the job role?
- What specific examples can I use to showcase my dedication to sustainability?

- **Answering Behavioral and Scenario-based Questions:**

- A common feature of interviews are behavioural and scenario-based questions. These are asked to gauge how you would function in an employer's workplace. You can practice providing your responses to your mentor in a mock interview to receive feedback and advice to refine your responses



- **Ask your mentor the following questions to help with answering behavioural and scenario-based questions:**

- How do I predict what type of interview questions they will ask me based on the job description?
- How do I effectively apply the STAR (situation, task, action, result) method for answering behavioural and scenario-based questions?
- How do I know if I'm answering these questions concisely or am rambling?

● Industry Knowledge and Terminology

• Understanding Key Environmental Concepts

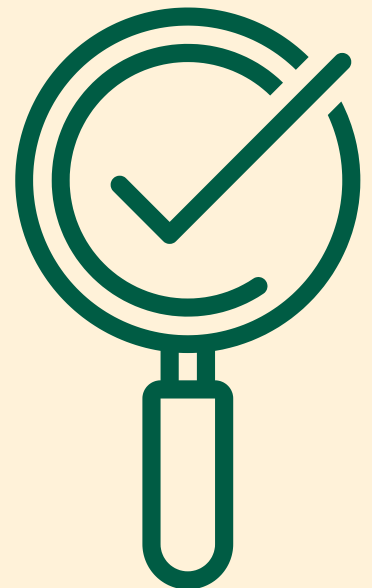
- As a mentee, you want to keep yourself updated on understanding key sustainability concepts to expand your knowledge on environmental issues and sustainability. Your mentor can provide you with resources and tips on how to keep learning about the sustainability sector. Ask your mentor the following questions to help yourself deepen your knowledge and understanding of sustainability concepts.

- How do you keep yourself educated and aware of key sustainability concepts in the green jobs sector?
- What are some fundamental concepts that every professional should be familiar with in the sustainability space?

• Staying Up-to-Date with Industry Trends:

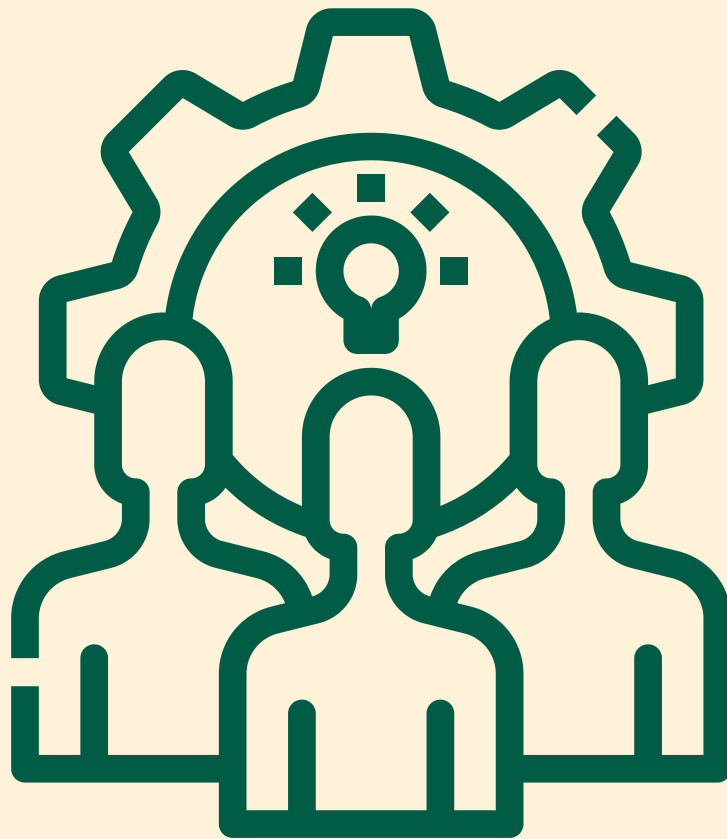
- The sustainability space is always changing with new innovations and job roles. As a mentee, it is important to keep up with these industry trends to be aware of the green skills that would necessary to develop along with new job roles in the sustainability space. Ask your mentor these questions:

- Are there any influential leaders, experts, or organizations in the sustainability space that I should follow for industry insights?
- Are there any forums or online communities where I can keep myself updated with sustainability industry trends?



● Industry Knowledge and Terminology

- What strategies can I use to filter through information and distinguish between passing trends and significant shifts?
- How often should I be looking at sustainability industry trends?
- Do you have a system or schedule in place for continuous learning of upcoming industry trends in the sustainability sector?



● Takeaways

- What you want to learn from your mentor depends on your career goals, interests, and your dedication to the mentorship program. While these questions serve as a guide to help you ask important inquiries for how to best upgrade your green career development, you can also ask questions more personalized to your situation as a mentee.
- Asking these questions can help you receive personalized guidance on your career path and expand your professional development opportunities. All it takes is to have a mindset of continuous growth, learning, and openness to feedback.

