

Early Careers Network Online Mentoring Programme

Mentee and Mentor Guidelines

Mentoring can benefit individuals both professionally and personally. It can help mentees develop in their role, advance their careers, and gain clarity in uncertain areas.

Mentoring is not a replacement for formal training or coaching, but it offers valuable context and insight from fellow professionals who want to give back to the engineering community.

It offers a safe space and a sounding board to explore options and plan future career steps. It requires commitment from both parties and a willingness to put in the work, so agreeing on expectations in advance is essential.

This is a free, self-service mentoring scheme that works as a member-to-member link-up, where mentors and mentees are welcome to join or leave as they wish, as long as a few simple guidelines are followed.

We have prepared this document to help guide both mentees and mentors through the process. However, the direction, content, and experience are yours to shape together.

Mentee Guidelines

How long will I have a mentor?

- The mentee/mentor relationship can last up to a year, but it is flexible. You and your mentor decide what works best from the start.

Where can I find a mentor?

- Sign up to join the programme through the InstMC website at [ECN Mentoring Programme](#). The ECN team will match you with a mentor based on your interests, experience, and availability. You should proceed with only one mentor.

How should we get started?

- **Define goals:** What would you like to achieve?
- **Agree duration and frequency of meetings:** Fortnightly, monthly, or as needed
- **Agree format of meetings:** structured sessions, email, informal calls etc.

Review

- We will provide you with an 'Action Plan' form to set out your goals, schedule meetings and document progress. Please provide the ECN team with feedback as this will help us continue to improve the scheme. You can get in touch with us at ecn@instmc-members.org.

How to get the most out of your mentoring experience?

- Come prepared with questions, goals or ideas you would like to explore
- Be curious and open to different perspectives
- Take charge of your own development – your mentor is there only as a guide
- Be mindful of mentor's time, and try to stick to what you've agreed together

What if it's not working?

- Just talk to us. Reach out to the ECN team, and we can re-match you.
- Alternatively, you can contact the InstMC directly at:
member.communications@isntmc.org

Mentor Guidelines

How long will I be a mentor?

- The mentee/mentor relationship can last up to a year, but it is flexible. You and your mentee decide what works best. If you have limited availability, just let your mentee know from the start.

How will mentees find me?

- Sign up to join the programme through the InstMC website at [ECN Mentoring Programme](#). Once you have signed up, the ECN team will match you with a suitable mentee based on your expertise, interests, and availability. We will contact you when a match is made and share the next steps.

How should we get started?

- **Find out what your mentee is trying to achieve**
- **Agree duration and frequency of meetings:** Fortnightly, monthly, or as needed
- **Agree the format of meetings:** structured sessions, email, informal calls etc.
- **Set boundaries** about the time you can commit and the support or expertise you can realistically offer.

Review

- We will provide you with an 'Action Plan' form to set out your mentee's goals, schedule meetings and document progress. Please provide the ECN team with feedback as this will help us continue to improve the scheme. You can get in touch with us at ecn@instmc-members.org.

10 ways you can be a great mentor

1. Be a role model
2. Be empathetic
3. Help build on strengths
4. Listen
5. Keep an open mind
6. Be patient
7. Believe in the mentee and show that
8. Have a broad understanding of the mentee
9. Introduce to your network to find the answers
10. Be as specific as possible

InstMC CPD

Your involvement in the mentoring scheme can be recorded as part of your Continuing Professional Development (CPD).

Frequently Asked Questions (FAQs)

What if I don't hear back from my mentor/mentee?

Get in touch with the Early Careers Network (ECN) at ecn@instmc-members.org. We'll follow up or help arrange a rematch if needed.

Can I change mentors or mentees during the year?

Yes — if it's not the right fit, you can end the mentorship at any time. Just let the other person know, or the InstMC/ECN Team can help close the loop and find a suitable match.

How long do I have to commit to the programme?

We suggest 12 months as a guide, but you can agree on a shorter or longer duration. Just be transparent about your availability when matched.

Can I mentor more than one person?

Yes, if you have the time and capacity to do so.

Can I have more than one mentor?

We'll match you with one mentor at a time to ensure a quality experience. As we often have more mentees than mentors, we keep it one-to-one.

Can international members take part?

Absolutely! Mentoring can happen virtually, so location isn't a barrier.

Can anyone be a mentee?

This scheme is for Early Careers professionals, typically within 10 to 15 of starting their career.

Who can be a mentor?

Anyone associated with the measurement, control, instrumentation or automation industries, with recent professional experience and not considered Early Careers.

Still have questions?

Reach out to the ECN Team: ecn@instmc-members.org