

## Career e-mentors: a guide to sharing your advice

Participation in the career e-mentor module is a reciprocal, two-way exchange. Career e-mentors and those who contact them both contribute to achieve a productive and rewarding experience.

Below are some guidelines that may be helpful before starting a connection.

1. **Complete your profile.** A complete profile gives you the best chance of being found by a suitable contact, so please take time to complete it in detail. It is particularly important to make sure that the checklist of the e-mentor 'services' you are able and willing to provide is kept up to date and the number of simultaneous connections reflects your capacity. We want you to volunteer based on the time and energy you have available.
2. **List your skills and expertise.** The most effective e-mentors are those that have credibility and experience in the area where your connection is looking for support. Most people will seek the guidance of different e-mentors to help them develop specific skills or qualities, or to help them reach important decisions. Make sure you list your skills and expertise within your e-mentor profile. Being credible doesn't mean you need to have all the answers. The best answers for your contacts will come from their own thinking, with the help of coaching and experience to support them.
3. **Be genuinely interested in your contacts as individuals.** Having started the exchange after reviewing their profile, it is likely you are already genuinely interested in them as an individual, and that you hope the guidance and advice you provide will be of genuine assistance to them in their career. It's important to show your contact that you see this relationship as important. Make sure to provide support to your beneficiary, even if it is just a few emails. This will demonstrate that you are giving them your full attention and are interested in helping them progress and develop.
4. **Share your experiences and insights.** In doing so, choose stories that you feel are appropriate and helpful, but do so in a neutral way, without any attachment to how your contact will use this learning. Be open to sharing your mistakes and failures too, as these are often where our biggest lessons are learned.
5. **Be objective.** The career e-mentor relationship is a unique one that your contacts are unlikely to have come across before. They may not have found the same objective advice from a parent, a tutor or a manager in previous situations. It is important to make sure your advice is objective wherever possible, so that they can separate and compare it to other advice they have received, in this sense it becomes all the more valuable to them.