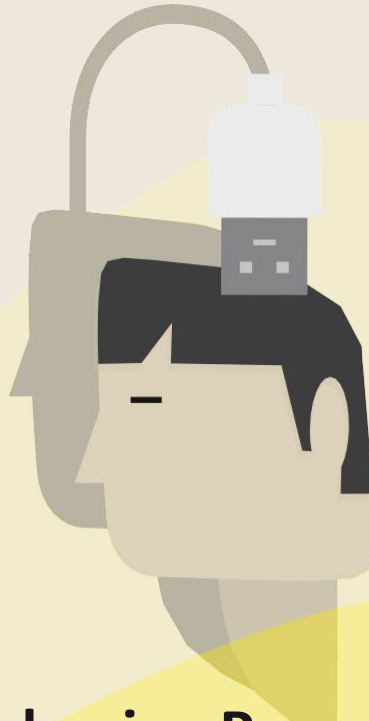


Guide for the Mentee



Shadowing Programme

INDEX

Aim of the programme 3

What is a mentor? 4

What is a mentee? 5

Commitments of the mentee 5

What can a mentor do for you? 6

Benefits for the mentee 7

How to choose a mentor 8

Stages of the mentoring process 9

Recommendations 13

Aim of the programme

The Shadowing Programme enables active professionals (graduates of the Universitat de València or individuals with links to it) to mentor, guide and advise students enrolled in official master's degrees of the Universitat de València or in UV-specific master's degrees offered through ADEIT (University–Business Foundation of the Universitat de València) in their professional integration or career development. Working on a voluntary basis, mentors provide personalised advice by sharing their experience, knowledge and professional insights.

What is a mentor?

A mentor is an experienced professional who shares their knowledge with less experienced individuals. They serve as a role model and a source of inspiration, encouraging personal growth, offering guidance and exerting a positive influence on their mentee.

Within the Shadowing Programme, a mentor may be a graduate of the Universitat de València or a person with a connection to it who, voluntarily, wishes to share their career path and professional experience. The mentor guides the mentee by sharing their professional journey, essential skills and competencies, future plans or entrepreneurial insights.

It is important to note that mentors are not professional coaches or recruiters. Mentors possess, among other qualities, the ability to share their experiences effectively, to motivate others to take action, an understanding of how the job market operates and of the most useful techniques for seizing opportunities. Above all, they are driven by a genuine desire to support individuals in their job search or career development process.



What is a mentee?

A mentee is a student enrolled in an official master's degree at the Universitat de València or in a UV-specific master's degree offered through ADEIT who seeks to learn, grow and improve in terms of professional integration or career development, with the support and guidance of a mentor – an active professional with a recognised career trajectory.

Commitments of the mentee

- ✓ Show interest and enthusiasm in learning from the mentor.
- ✓ Maintain confidentiality regarding all information shared by the mentor.
- ✓ Treat all information generated during the mentoring process as confidential and adopt the necessary measures to ensure it remains protected.
- ✓ Not use the information for any purposes other than those stated in this guide and in the programme rules.
- ✓ Demonstrate an interest in understanding and engaging with the current labour market.
- ✓ Be willing to resolve work-related doubts and uncertainties with the help of experienced professionals.
- ✓ Be available to fulfil the programme's minimum session requirements.
- ✓ Maintain a participative and proactive attitude.
- ✓ Be available to attend the scheduled sessions.
- ✓ Accept the legal terms and privacy policies established in the programme rules.

What can a mentor do for you?

- ✓ Guide you to take the first steps towards achieving your goals.
- ✓ Share their experiences and insights.
- ✓ Help you recognise your potential and identify areas for improvement.
- ✓ Give you ideas, encourage you to innovate and stimulate your creativity.
- ✓ Help you develop your personal strategic vision and set priorities to guide your efforts and resources.
- ✓ Support you in finding direction, taking action and making decisions.
- ✓ Motivate you when you find it hard to move forward or are not obtaining the expected results.
- ✓ Advise you on how to prepare a curriculum vitae and how to increase your visibility on professional social networks.
- ✓ Guide you through recruitment processes, job interviews and similar activities.

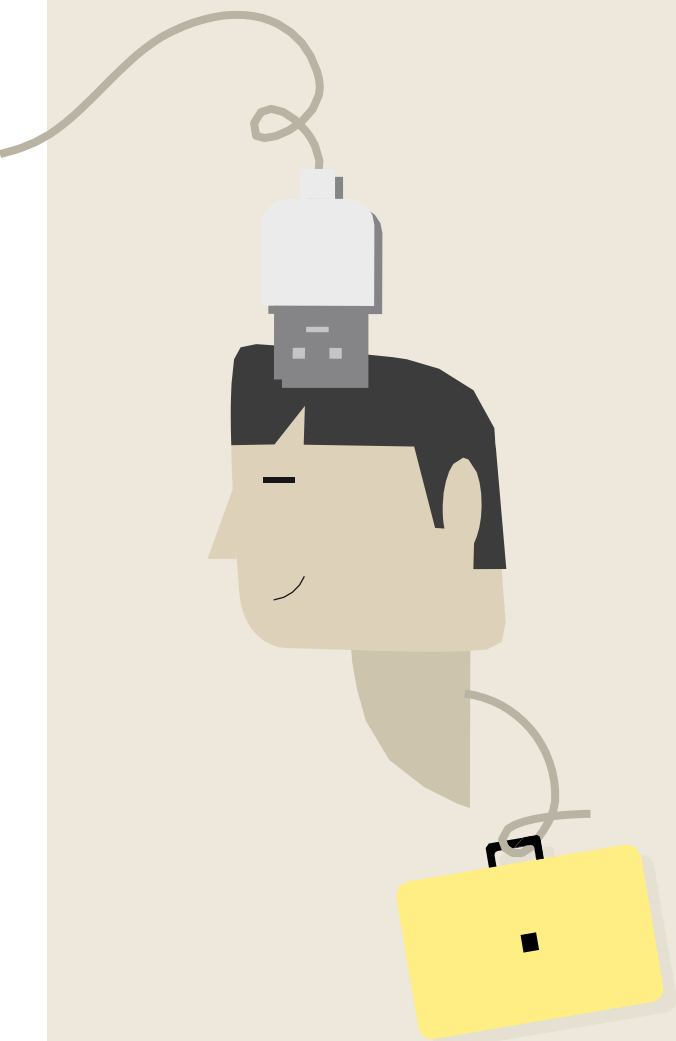


Benefits for the mentee

Everyone involved in the process benefits greatly from the impact of a mentoring programme, but the main beneficiary is the mentee.

These are some of the direct benefits obtained:

- ✓ Improved capabilities through the development of skills and competencies, benefiting from the knowledge and experience of active professionals with extensive career backgrounds.
- ✓ An expanded network of contacts.
- ✓ A broader and more comprehensive understanding of the professional and labour market environment.
- ✓ Access to a trusted person — the mentor — with whom they can discuss issues and learn from their experience.
- ✓ Personalised advice and guidance regarding their professional development.



How to choose a mentor

First, all participants in the programme must register through the programme website www.uv.es/shadowing

Students have several options for choosing a mentor:

OPTION 1: choose a mentor from the programme website

Students can consult the list of mentors available on the Shadowing programme website

(www.uv.es/shadowing), where they will find a brief professional profile.

They may select a maximum of three professionals, ranked in order of preference, indicating their reasons and justification on the same registration form. The UV's employment service will make the final mentor–mentee assignment. The information provided is indicative and non-binding, as the final decision will depend on the availability of the proposed mentor.

OPTION 2: propose a mentor

Students may propose a professional of their choice to be their mentor, provided that the professional meets the programme's requirements. The UV's employment service will evaluate the proposal, verifying that the proposed person meets the requirements to act as a mentor. If these requirements are not met, the proposal submitted will have to be considered, where appropriate.

Students must include the following information on the registration form: full name of the professional they are proposing; organisation where they work; LinkedIn profile (if available); contact details; and justification for their choice.

The information provided is indicative and non-binding, as the final decision will depend on the availability of the proposed mentor.

Stages of the mentoring process

1. PREPARATION FOR THE MENTORING PROCESS

Before starting the sessions with your mentor, it is important to reflect on your goals and what you hope to gain from the mentoring experience. Good preparation will help you make the most of the sessions and will enable your mentor to offer you an objective and personalised perspective based on their professional experience and expertise.

For mentoring to be as effective as possible, it is important that you share your interests, concerns, needs and goals with your mentor, as well as any doubts or questions on which you would like to receive guidance.

Before starting the mentoring programme, you must attend an orientation session with the UV's employment service (see section 2), which will help you define and clarify your objectives.

Set your goals

Before the sessions begin, we recommend that you reflect on your professional interests, needs, concerns and goals. It is also advisable to identify the specific information or advice you would like to receive from your mentor.

To make the most of the sessions:

- Prepare a working plan outlining your short- and medium-term goals, as well as any questions, queries or concerns you may have.
- Find out more about your mentor's company or organisation and their professional profile beforehand. The company's website and your mentor's LinkedIn profile, if available, can be helpful resources.
- Before each session, reflect on your professional interests, goals, challenges and projects and take advantage of your mentor's experience to ask for guidance and advice.
- Bring the specific information you wish to discuss to each session to facilitate a more productive conversation.

- Try to be flexible when agreeing on the day and time of the sessions, taking into account the availability of your mentor.
- Make the most of the sessions and, whenever possible, maintain contact with your mentor throughout the process, respecting their availability.
- Remember that your mentor is participating in the programme voluntarily. Therefore, it is important to prepare the sessions in advance and make the most of the time available.

Mentee form

Before starting the mentoring process, you need to complete the Mentee Form. The purpose of this document is to help your mentor better understand your profile, expectations and needs, so they can prepare the sessions appropriately.

In the form, you must include:

- Your current degree and previous experience.
- Your availability and communication preferences.
- The topics you would like to cover during the mentoring sessions (CV, career paths, job interviews, etc.).
- Your personal and professional goals.

2. PRELIMINARY ORIENTATION SESSION

Before starting the mentoring programme, you must attend one orientation session with the UV's employment service with the aim of optimising your mentoring experience. You cannot begin the mentoring programme without first attending this orientation session. The programme will provide you with a link to request your orientation appointment.

3. ASSIGNMENT OF THE MENTOR AND FIRST CONTACT

Once you have completed the initial orientation session and you have been assigned a mentor, you will receive an email confirming the assignment.

This email will contain your mentor's basic details: full name, email address, company or organisation where they work, their position and, if available, their LinkedIn profile.

Receiving this email marks the beginning of the mentoring relationship.

Once you have received confirmation of your assignment, you must contact your mentor to:

- Introduce yourself briefly.
- Attach your completed Mentee Form.
- Send your up-to-date CV.
- Provide your availability, being as flexible as possible, so that you can jointly agree on the date, time and format of your first mentoring session.

This first contact will be the starting point for establishing a relationship of trust and beginning to work together towards the mentoring objectives.

4. SESSIONS WITH THE MENTOR

The programme includes a minimum of one mentoring session with your mentor, aimed at sharing experiences, resolving queries and receiving personalised guidance for your professional development.

To make the most of the mentoring experience, additional sessions are recommended whenever possible, with the aim of exploring the objectives set in greater depth and monitoring your progress.

The number of sessions will depend on your needs and your mentor's availability.

Sessions can be held in person or online. The date, time and format will be agreed jointly with your mentor.

Session records

All sessions held must be recorded using the designated form.

You will receive this form in the same email informing you of your mentor assignment.

Please note that sessions that are not recorded using this form will not be counted as having been completed.

Sessions will be held **in person and/or online**. You and your mentor will jointly agree on the **date and time of each session**.

5. EVALUATION

Once you have completed your mentoring sessions — with a minimum of one session — you must complete the **Final Satisfaction Survey**, which is intended to gather your feedback on the mentoring experience and the operation of the programme.

Certificate of participation

To receive the certificate of participation, you must meet the following requirements:

- Have attended the preliminary orientation session before starting the mentoring programme.
- Have participated in at least one mentoring session.
- Have registered the mentoring sessions held with your mentor using the corresponding form.
- Have completed the **final satisfaction survey**.

Recommendations

- ✓ Be open to feedback; your mentor is there to guide and support you.
- ✓ Be clear about your needs – tell your mentor what you expect from the mentoring relationship.
- ✓ Show commitment. Just as your mentor commits to giving you their time, experience and knowledge, you should also commit to your mentor: value their contributions, ask questions, show interest, take notes and stay attentive.
- ✓ Follow the programme and attend the scheduled sessions. This is an excellent opportunity to enrich your learning and benefit from the experience and insight of active professionals.
- ✓ Never miss a session without prior notice. If you need to reschedule, always inform your mentor in advance.
- ✓ Learn from their background and experience — it is valuable to understand how they achieved their professional goals, the obstacles they faced and the challenges they overcame; their journey can serve as an inspiring example.

VNIVERSITAT
DE VALÈNCIA



ADEIT

UVocupació



Programa Shadowing

Espai Vives UV

Avenida Blasco Ibáñez 23, 46010 Valencia

Shadowing@uv.es – 96.160.38.29

www.uv.es/shadowing

