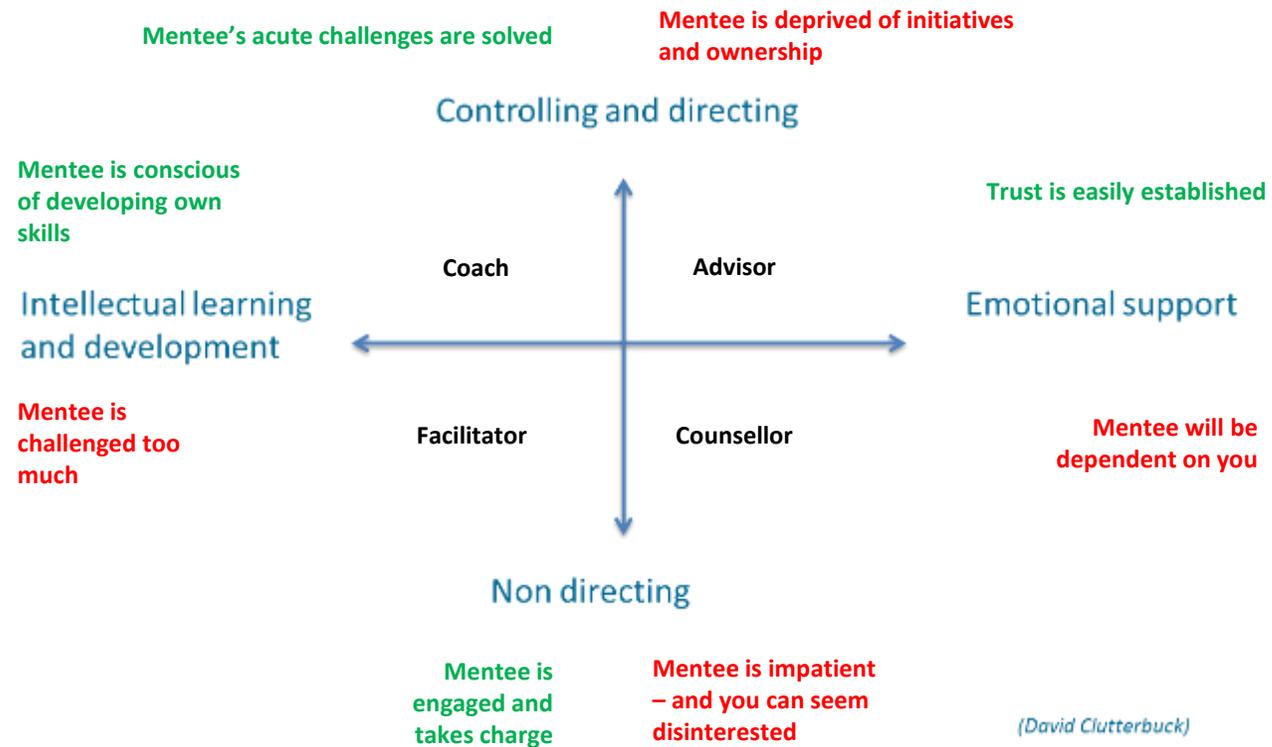


THE MENTOR CAROUSEL



Mentor agreement

Factual information

	Mentee
Name	
Phone number Cell phone Best reached between the times...	
Email	
Educational background	
Work experience	

	Mentor
Name	
Phone number Cell phone Best reached between...	
Email	
Educational background	
Work experience	

Background and expectations

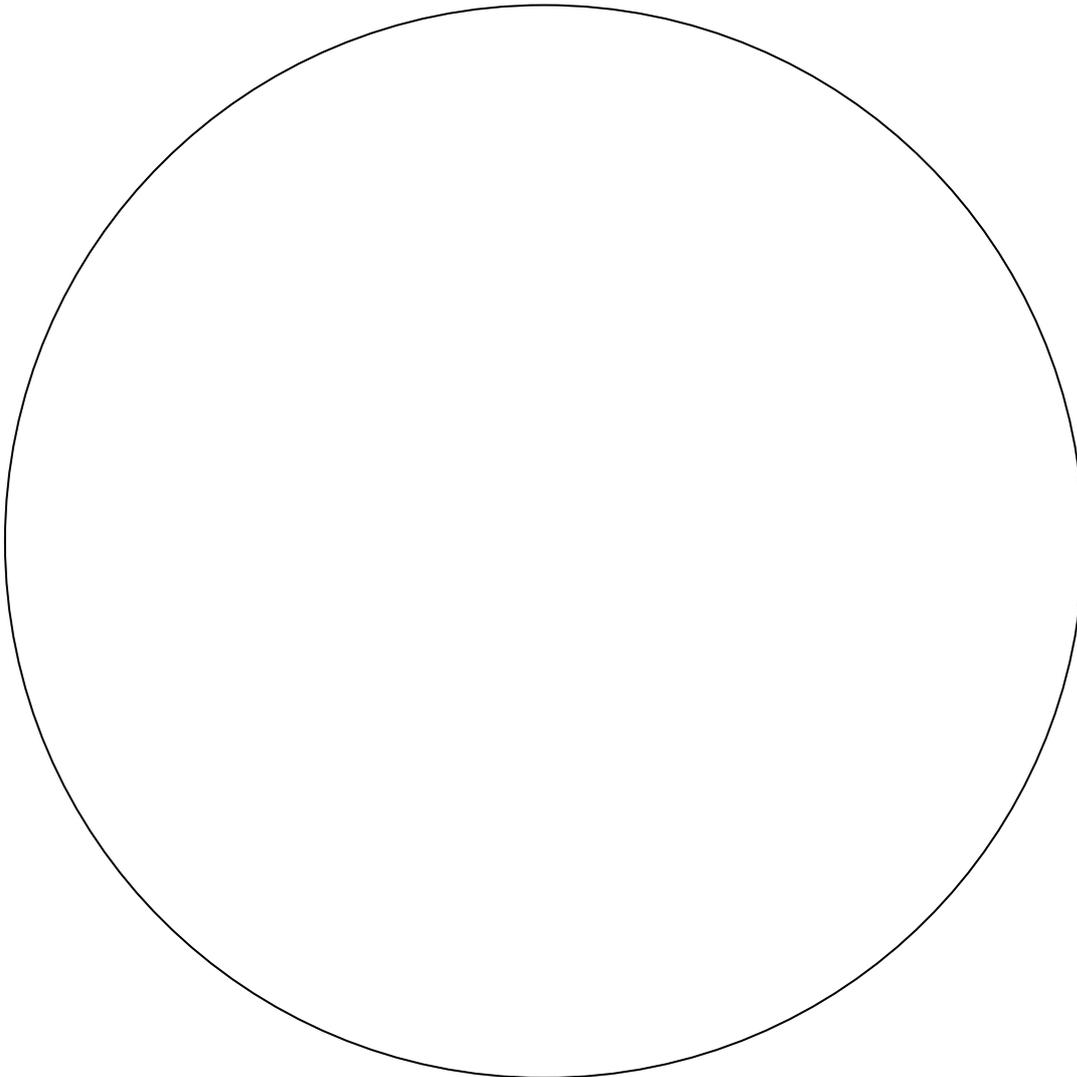
	Mentee
In which areas would I like support from my mentor?	
What would I like to achieve?	
How much time can I invest?	
What do I expect from my mentor?	

	Mentor
What can I contribute?	
What would I like to achieve?	
How much time can I invest?	
What do I expect from my mentee?	

Guidelines/codes of conduct

How often do we meet?	
How long do the meetings last?	
What time of day do we meet?	
Where do we meet?	
Who sets up the meetings?	
Valid reasons to cancel appointments	
What subjects do we discuss/what do we not discuss? (personal and professional limits)	
How do we deal with confidentiality?	
How do we evaluate the meetings and how often?	
Our mentor relation ends:	
Other	

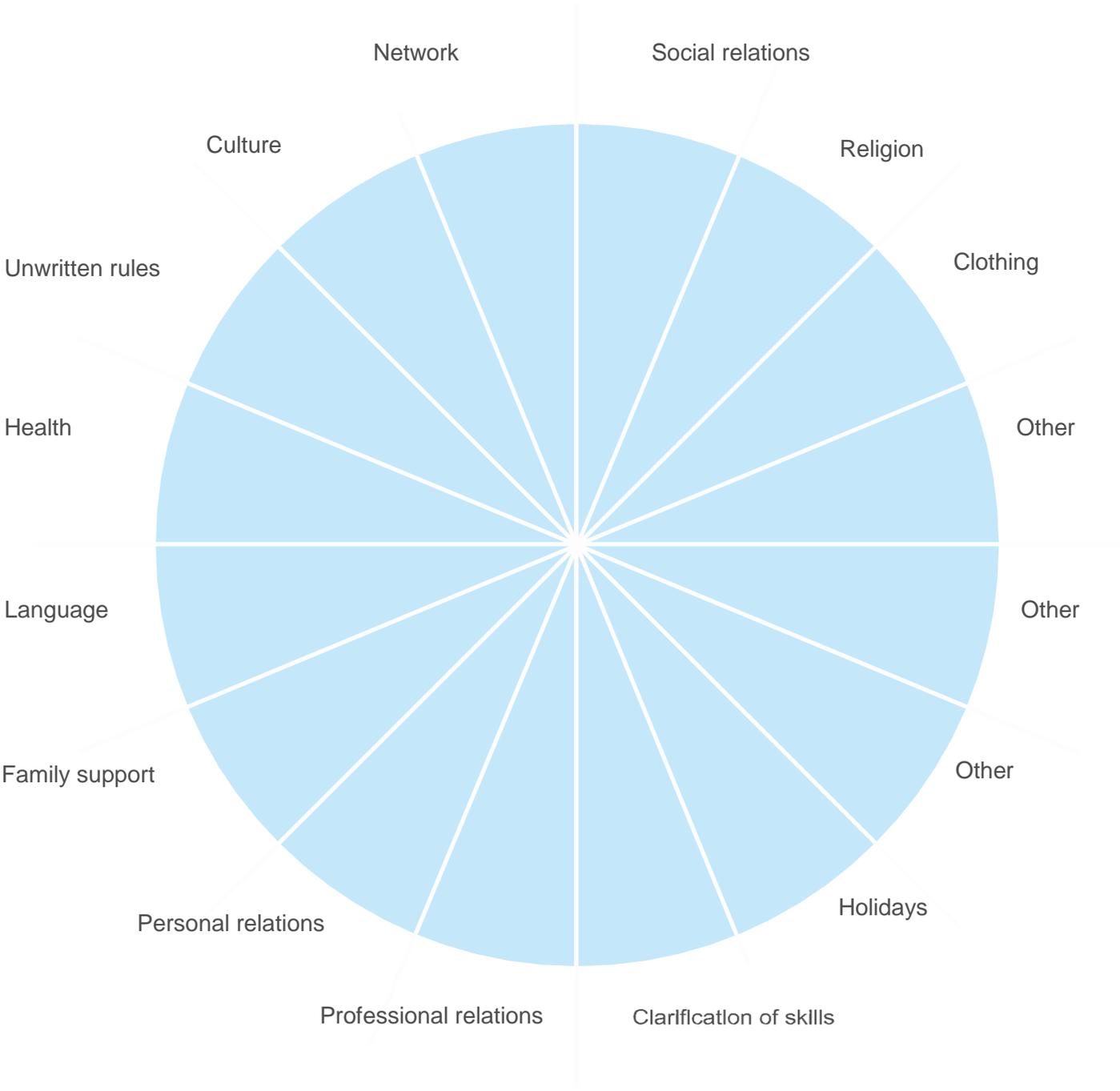
Identity Circle



Divide the circle into wedges, each representing a part of your identity. What is it that makes you who you are? How do you think of yourself? Important elements should have a bigger wedge of the circle than less important elements.



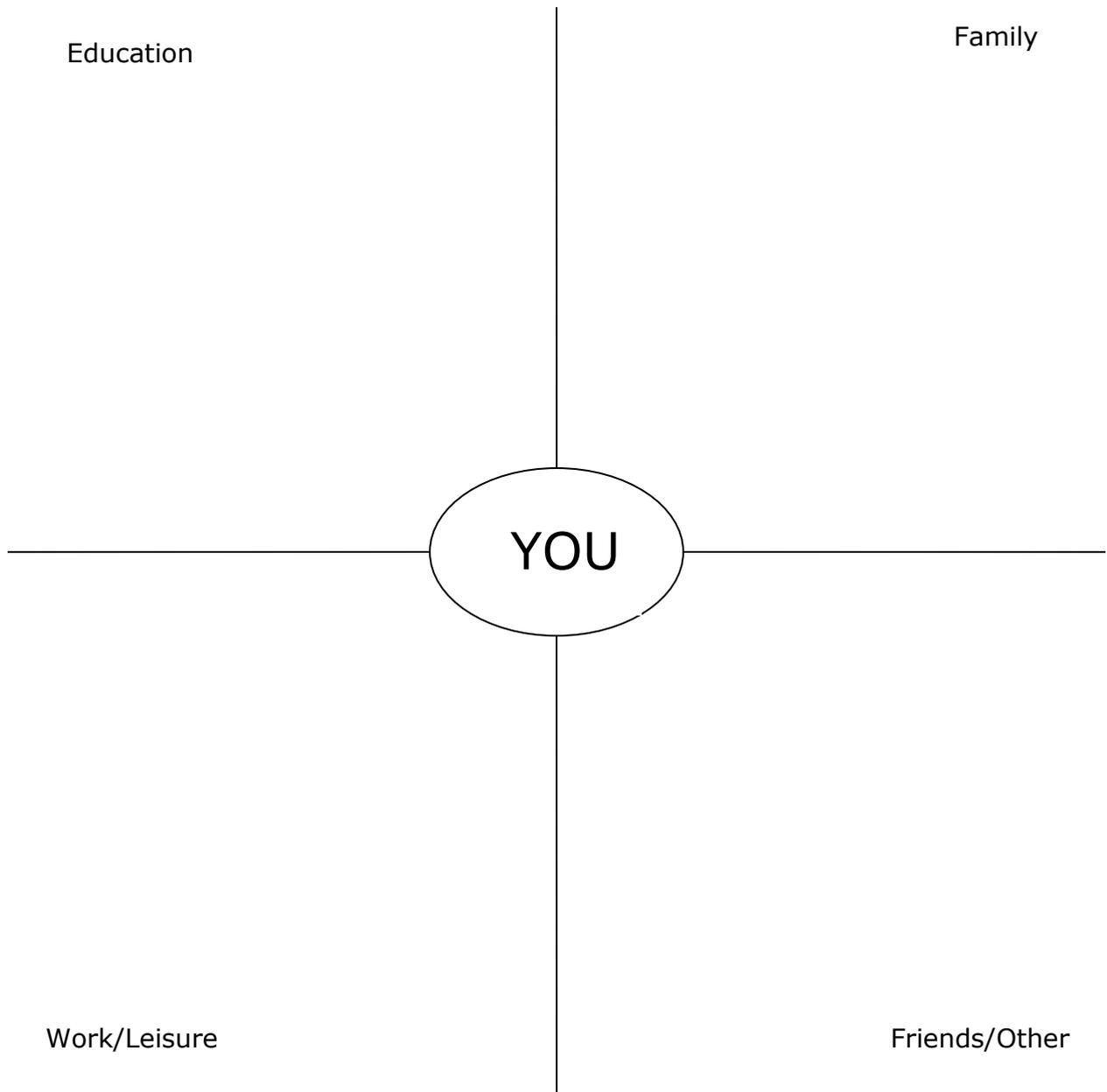
Points of Focus



Action Plan

Goal	Milestones	Activities	Resources	How do I know that I have reached this goal?	When should I have reached this goal?	Status

Draw your network



Focus Areas	Competence	Competence	Competence	Competence	Competence	Competence
Application and CV	Writes a good application	Is good at adapting the application to every job	Writes a good CV	Is good at adapting the CV to every job	Is good at writing unsolicited applications	
Job seeking	Is active in the job seeking process	Is good at the initial research and contact	Follows up systematically with rejections and lack of response	Is good at handling rejections	Is keen on developing in the job seeking process	
Network	Is good at making contacts and using their network	Is good at making new contacts through others	Is good at broadening their network by attending arrangements	Follows up systematically with contacts in their network		
Job interview	Is good at preparing for job interviews	Is good at presenting professional qualifications	Is good at presenting personal qualifications	Can make good contact with the hiring committee	Knows the unwritten rules about job interviews	
Industry	Knows about the industry	Knows about the company's tasks	Has a network in the industry	Has a plan for broadening his/her industry network		
Language	Talks enough Danish to do the job	Written Danish is good enough to do the job	Knows the necessary professional terms	Can make themselves understood to colleagues	Mastering of the language necessary for customer contact	
Culture	Knows the unwritten rules in the job seeking process	Knows the unwritten rules that exist in a Danish workplace	Knows the norms in Danish organisational culture	Can create balance with culture, religion and solving work tasks		
Personal	Motivated	Engaged	Concentrated	Accommodating	Dependable	