



FAQ – MENTORING

SHARE YOUR EXPERIENCE – AS MENTOR

WHAT IS A MENTOR?

Mentors are current and former **students, employees and researchers at Heidelberg University** who have gained vital experience in many areas of life and want to share it with other members of the HAI network.

As mentor, you **support, motivate, inspire** and **help** those looking for advice and a solution to diverse problems.

HOW CAN I PROFIT FROM BEING A HAI MENTOR?

You have the opportunity to have a **positive impact** on another person's life, gain the perspective of a younger generation and maintain the **connection to Heidelberg University**. You can better your coaching skills and use your own vision and creativity to help others.

HOW DO I BECOME A MENTOR?

Registered HAI-members create an **informative mentor profile** on the online platform [HAI.net](#). Here you can detail your personal and career development (e.g. studied discipline, time spent in Heidelberg, current position) and in which areas you want to share your experiences. **The more detailed, the better** – potential mentees will choose their mentors based on these profiles.

FIRST STEPS TO MENTORSHIP

On our platform, the mentees do the first step. As mentor, you will receive their **contact request via e-mail** and then decide individually if you want to help with the matter. Thus, it is important to check your inbox regularly for these requests!

Please let us know via mentoring@alumni.uni-heidelberg.de if you have any questions about the selection process.

ARE THERE RULES OF COMMUNICATION?

Usually the given problem indicates how often and what kind of support is needed. The **goals, expectations and limits** of the mentorship should be communicated clearly – for example by creating a shared timeline between mentor and mentee.

It is no problem if your experiences in one area or field are **highly specialized**: Mentees can request help from more than one mentor for their specific question or problem.

Make sure to listen to and give feedback on the needs and concerns of your mentee; discussing multiple options is oftentimes more helpful than giving fixed solutions. Furthermore, mentees are free to **accept or deny your advice**. Your support is there to help them make and reflect on their own decisions in regards to a certain situation or problem.

AS A MENTOR, CAN I GIVE ADVICE BEYOND MY FIELD OF EXPERTISE?

Mentoring at HAI focusses on **all aspects** of degree, research, job and life. Many experiences are applicable to many situations beyond your professional career or not even related to your profession in the first place! That's how both mentors and mentees can profit from the diversity of our Mentoring.

WHAT DO I DO IF THE MENTORSHIP DOESN'T WORK OUT?

You can always choose to **quit a specific mentorship** if it doesn't work out between you and your mentee. It's advisable to communicate this via a personal meeting or call to clear the air. Of course, you can always contact us with any questions and problems that may arise: mentoring@alumni.uni-heidelberg.de



PROFIT FROM EXPERIENCE – AS MENTEE

WHAT IS A MENTEE?

Mentees are **students, employees, researchers and alumni of Heidelberg University** who are looking for advice and support for a specific matter or problem.

As mentee, it's best to communicate the situation you need help with as **clearly and detailed** as possible to ensure you receive the optimal support.

HOW CAN I PROFIT FROM HAI MENTORING AS A MENTEE?

As a mentee, you have the opportunity to gain insight into the perspective of another HAI-member, better your communication skills and enrich your life with the ideas and experiences of others.

HOW DO I BECOME A MENTEE?

All registered HAI-members have access to our [list of mentors](#) on the online platform HAI-net. There you will find individual profiles with which you can get to know the **available mentors** as well as the option to contact one or more of them with your questions or concerns.

FIRST STEPS TO MENTORSHIP

Once you have found your favorite mentor over [HAI-net](#), you can use the **contact form** to request their help. Name the **area you need help** with – the more detailed your request is, the easier the mentors can make their decision to support you!

This means that, on our platform, the mentee initiates the first step. It's possible to request help from multiple mentors at the same time. Please let us know via mentoring@alumni.uni-heidelberg.de if you have any questions about the selection process.

ARE THERE RULES OF COMMUNICATION?

Usually the given problem indicates how often and what kind of support is needed. The **goals, expectations and limits** of the mentorship should be communicated clearly – for example by creating a shared timeline between mentor and mentee.

Don't hesitate to ask specific questions, and to **discuss any problems or difficulties** that may arise! Your mentor is there to help you – at the same time, you are not obligated to use all their ideas, suggestions and constructive feedback. It's **your decision** what to do regarding your individual situation.

Keep in mind that you may access the experiences of **multiple mentors** at the same time. Thus, you can ensure you receive support even in very complex situations.

CAN I BE A MENTEE OUTSIDE MY FIELD OF EXPERTISE?

Mentoring at HAI focusses on **all aspects** of degree, research, job and life. You are free to contact mentors with different fields of expertise or interests than you! In fact, a different point of view and perspective proves to be very helpful in many cases – this way, both mentees and mentors can profit from the diversity of our Mentoring.

WHAT DO I DO IF THE MENTORSHIP DOESN'T WORK OUT?

You can always choose to **quit a specific mentorship** if it doesn't work out between you and your mentor. It's advisable to communicate this via a personal meeting or call to clear the air. Of course you can always contact us with any questions and problems that may arise: mentoring@alumni.uni-heidelberg.de