



# Call for Mentee Applications for the September 2022 edition of the University of Trento WE/ME Mentoring Programme - Call 3

**Open for applications until July 10 2022**

The term “professional mentoring” refers to an apprenticeship experience involving an experienced person on one hand –the Mentor- and a young person on the other, someone who is faced with the challenging decisions of the beginning of their professional life – the Mentee.

The Mentor acts as a guide and provides support, a role model and an example of positive change. He/she should freely share his/her knowledge and expertise in the form of lessons that provide the Mentee with valuable experience to foster his/her personal and professional growth.

The Mentor/Mentee relationship should be one of sharing and open trust.

## **Article 1 - Applicants**

This edition is dedicated to Alumni and students of the:

- Department of Economics and Management.

## **Article 2 - Goals**

The main goal of the programme is to support young Alumni and last year students of the University of Trento through their personal and professional growth by pairing them with a more experienced person.

The program follows two main paths:

- Find your Way: intended for last year students and neo-Alumni transitioning from education to work.
- On the Road: intended for Alumni who have already started their professional career but still desire to be paired with a Mentor to improve their condition.

## **Article 3 - Duration**

The programme starts in September 2022 and ends in March 2023.

## **Article 4 - Structure**

The program’s structure is the following:

- Initial Training: 2 online events dedicated to Mentees to put the programme’s goals into focus, learn useful listening and relationship-building strategies, how



to truly take advantage of the opportunities on offer and elucidate some organisational aspects.

- Mentor-Mentee meetings: At least one two-hour meeting per month from October to March (6 meetings in total). Mentor-Mentee couples are to arrange date, time and mode (in person or online).
- Follow Up: 1 online meeting between December 2022 and January 2023.
- Closing event: In person event to be held on March 31 at 6 PM.

#### **Article 5 – Mentee Obligations**

Mentee will be required to fill in and submit the following documents within an agreed upon timeline.

- Initial Agreement between Mentor and Mentee.
- Initial Agreement between the University of Trento and the Mentee.
- Action Plan.
- Monthly Logbook.
- Opening and Closing surveys.
- Ongoing monitoring surveys .

All Mentee will be added to a private Telegram group in which content will be shared and they can freely talk about their experience.

All selected candidates take on an obligation to see the programme through and respect every deadline.

#### **Article 6 – Grounds for exclusion**

The following instances are considered grounds for exclusion from the Mentoring program for Mentee:

- Unjustified absence from the mandatory formative meetings.
- Failure to produce the required documentation within the agreed upon deadline.
- Failure to complete the required Monthly meeting with one's Mentor.
- Acts and behaviours that are inconsistent with the goals and spirit of the programme.

#### **Article 7- Requirements for applicants**

This call aims at selecting a maximum of 30 Mentees.

They must meet the following criteria:

- Alumni: having graduated Laurea Triennale from the University of Trento, Department of Economics and Management, up to a maximum of 3 years from graduation.
- Alumni: having graduated Laurea Magistrale from the University of Trento, Department of Economics and Management, within a maximum of 3 years.



- Researchers, having graduated from a 1st or 2nd degree Masters programs related to the Department of Economics and Management no more than 3 years ago.
- Students: being enrolled in the final year of Laurea Magistrale at the University of Trento, Department of Economics and Management.

### **Article 8 – Identity of the Mentors**

Mentors are former students of the University of Trento who have already acquired some experience in different professional fields and have decided to offer freely their time and expertise to Mentees.

### **Article 9 – Application and Selection procedures**

Those who wish to apply as Mentees must, having ascertained they fit the requirements referred to in article 6, fill in the [form](#) no later than July 10 2022 at 12:00 PM.

In the form, candidates are required to:

- Indicate a maximum of 3 Mentors prioritizing the ones who best fit their professional interests.
- Write a motivation letter in which they outline their goals and motives as well as the path they wish to follow.

### **Article 10 – Selection Process**

The selection process is the following:

- Submission of an online application within July 10 as stated in art. 9
- Scheduling by the applicants of a Zoom call. Said call may be booked from July 1 to August 1 2022 using a link that will be provided.
- From July 18 to August 5 2022: online interviews. Applicants will join the Zoom call (using a link that will be sent by email) at the scheduled date and time; failure to schedule an interview or unjustified absence to a scheduled interview will be considered grounds for exclusion. Each interview will last approximately 15 minutes and cover the topics of the candidate's motivation and knowledge of the programme outlined in article 12.
- September 5, within 7 PM: Publishing of the list of candidates who have been accepted.
- On September 7 at 12:30 PM all accepted candidates must participate to an informative Zoom meeting.
- By September 9 each Mentee who has been accepted must confirm their participation to the programme by submitting the document named "Mentee – University of Trento Mentoring pact" via email.

### **Art 11 – Initial Training and notification of their Mentors' name to Mentees**



From September 12 to September 30 the initial training will take place in the form of two mandatory workshops:

- Workshop 1: Held on two separate dates to accommodate everyone's needs on September 13 and 15 from 8:30 PM to 10:30 PM.
- Workshop 2: Held on two separate dates to accommodate everyone's needs on September 20 and 22 from 8:30 PM to 10:30 PM.

Mentees will be informed of the identity of their assigned Mentors only after the Initial Training.

It will be up to each Mentee to contact his/her mentor via email once they have received his/her contact information.

### **Article 12 – Evaluating and prioritizing criteria in the allocation of Mentors**

The final evaluation of candidates will be done through interviews aimed at assessing the candidate's motivation and understanding of the program, as well as his/her reliability in fulfilling the required tasks.

After the interviews, an eligibility ranking will be defined. The criteria are the following:

- If the score is tied, priority is to be given to the younger candidate
- Candidates who have not previously participated in the University of Trento's Mentoring program are to be given priority.

In accordance to the ranking, a number of Mentees equal to the available Mentors will be admitted to the program. However, the following criteria for effective matching will also be considered:

- Similar educational background between mentor and mentee.
- A Mentee's interest in specific professional fields.

If a candidate meets the stated criteria and passes the selection process but there are no Mentors available who fit his/her needs and/or work in his/her field of interest, no pairing will take place and the Mentee will be free to participate to a future edition.

In case of withdrawal before the start of the program, new candidates will be selected in accordance to the ranking and availability of suitable matches.

In case of withdrawal of either party once the project has started, the Alumni bureau is not required to assign a new Mentor or select a new Mentee among suitable but unselected candidates.

### **Article 13 – Final Certification**

At the end of the Mentoring program, an Open Digital Badge certificate attesting the Mentee's accomplishment will be awarded. It will consider his/her participation in the project's meetings as well as his/her diligence in carrying out the agreed upon engagements.



### **Article 14 – Privacy**

Pursuant to art. 13 of EU Regulation 2016/679 "General Regulation on the protection of personal data" (GDPR), the University will process personal data as part of its public interest tasks exclusively for the purposes related to this announcement. The Data Controller is the University of Trento, via Calepina n. 14, 38122 Trento, email: [ateneo@pec.unitn.it](mailto:ateneo@pec.unitn.it); [ateneo@unitn.it](mailto:ateneo@unitn.it). The contact details of the Data Protection Officer are: via Verdi n. 8, 38122 Trento, email: [rpd@unitn.it](mailto:rpd@unitn.it). The provision of personal data is essential for carrying out the procedure and failure to provide it will make it impossible to participate in it. The data may be disclosed to public and / or private entities in execution of legal obligations and / or a provision of the Public Security and / or Judicial Authority. The rights referred to in Articles 15 and ss. of the GDPR and, in particular, access to their personal data, rectification, integration and, if the regulatory requirements are met, cancellation, limitation of processing as well as the right to oppose their processing. Without prejudice to the right to lodge a complaint with the Guarantor for the protection of personal data pursuant to art. 77 of the GDPR.

### **Deadlines Recap:**

- July 10 2022: closing date for applications.
- From July 1 to August 1 2022: window to schedule an online interview.
- From July 18 to August 5 2022: Selection interviews.
- September 5 2022: Publication of accepted candidates.
- September 7 2022: Informative online meeting.
- September 9 2022: confirmation of participation by the selected candidates.
- September 13,15,20,22 2022: Initial Training online.
- October 7 2022: notification of the Mentors' identities and contact information to Mentees. Beginning of the programme.
- December 2022: Follow Up meetings (dates will be communicated at a later moment).
- March 31 2023: Closing in-person event at the University.



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