



ANU NECTAR Mentoring Program

NECTAR Mentoring Program 2021 – Statement of Expectations

The ANU NECTAR Mentoring Program is a high-cost program. It is essential that all mentees understand what is expected of them before they apply to participate in the program, as well as what they can expect from NECTAR.

Your responsibilities as a mentee

- Regularly engage with the program for the full duration of the 9-month program. The expected time investment for mentees is estimated to be less than 30 hours, including the meetings with your mentor (see table below for more details).
- Regularly meet with your mentor for the duration of the program, take initiative to schedule meetings as well as setting the agenda and work on action items discussed during the meetings.
- Participate in the career development workshops for mentees at the beginning, middle and end of the program (1.5-2 hours each, delivered face-to-face and/or online) and be prepared for these workshops by completing the pre-workshop activities.
- Attend at least one peer group meeting as part of the program commencement activities (peer groups will be assigned by NECTAR staff).
- Participate in three online surveys to measure program success throughout the year (15-30 minutes each) and provide brief updates on how the mentoring relationship is going.
- Understand that it might not be possible to match you with one of your nominated mentors. In this case, the matching committee will match you with a suitable mentor based on information provided in your nominations and needs as a mentee.
- Understand that, under the Privacy Act 1988, you are obliged to keep personal information about your mentor and other participants of the program confidential, unless specifically agreed otherwise. This includes the name and position of your mentor/other program participants as well as information disclosed to you during mentoring sessions and mentoring program workshops and events.
- Contact NECTAR staff if issues occur. Withdrawal from the program is possible if attempts have been made to resolve the issue with the support of NECTAR staff.
- It is expected that mentees will continue to participate in the program even if their circumstances change (such as change of job), e.g. through electronic means.

NECTAR Mentoring Program staff will

- Coordinate all program-related workshops and events, including networking opportunities.
- Facilitate the matching process.
- Provide career development training.
- Provide support throughout the program and assist with any program-related issues that might arise.
- Keep personal information of program participants confidential, unless specifically agreed otherwise or sharing of personal information is necessary for the management of the program, such as during the matching process.

Estimated time investment

Workshops	3x 3hrs (includes preparation) + 1hr for peer group meeting
Submission mentor nominations	2hrs
Mentoring meetings	7hrs (if you meet for 1 hour/month between Jun and Dec)
Program evaluation	3x 30mins
Networking events (optional)	2hrs
Correspondence with NECTAR	1hr
Total	23.5hrs