

EAIT Industry Mentoring Mentee Handbook

**A practical guide for EAIT students
connecting with industry mentors.**



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About EAIT Industry Mentoring

EAIT Industry Mentoring connects students with alumni and industry professionals who can share career insight, practical advice and professional experience.

The program is designed to help you explore career pathways, understand industry expectations, build confidence, and prepare for future opportunities.

Two ways to participate

EAIT Industry Mentoring offers two ways to connect with industry mentors: Semester Mentoring and Ask Industry. Both support career learning and industry insight, but they differ in format and time commitment.

Students can choose the option that best fits their goals, eligibility and availability. If you are eligible for Semester Mentoring, you may also use Ask Industry when you have a separate focused career, industry or employability topic you would like to discuss.

Option	Best for	Format	Student eligibility
Semester Mentoring	Students who want a one-to-one mentoring relationship across the semester.	At least four conversations across the semester. Online or in person, as agreed with your mentor.	EAIT undergraduate students from second year onwards, and all EAIT Master's students.
Ask Industry	Students who want a focused conversation about a specific career, industry or employability question.	Focused 30-minute conversations booked through the mentoring platform.	EAIT students across all year levels.

Guidelines and professional expectations

Before participating, all mentors and mentees are expected to read and agree to the separate [EAIT Industry Mentoring Program Guidelines and Code of Conduct](#).

In practice, this means communicating respectfully, maintaining professional boundaries, respecting confidentiality, and using mentoring for its intended purpose: career learning, industry insight and professional development.

If something feels unclear or uncomfortable [Contact EAIT Employability](#) if you are unsure what is appropriate to ask, if communication or boundaries feel uncomfortable, if the relationship is not working as intended, or if you would like help to pause or end the mentoring relationship.

You are not expected to manage concerns on your own.

What mentoring can help with

Mentoring can help you explore career options, ask questions and better understand how people build careers in industry.

A mentor is someone with professional experience who is willing to share knowledge, insights and advice. Through mentoring conversations, a mentor may help you to:

- Understand what different roles look like in practice.
- Hear how someone moved from study into work.
- Ask how to prepare for graduate roles, internships, vacation work, or industry projects.
- Understand what employers may look for beyond grades.
- Receive general feedback on your CV, LinkedIn profile, portfolio, or application approach.
- Practise speaking about your skills, interests, and project work.
- Learn how to approach networking in a professional and manageable way.
- Identify what to focus on next while you are still studying.

Your role as a mentee

Mentoring works best when you take an active role. Your mentor is volunteering their time, so preparation and clear communication will help you get the most out of the experience.

For **Semester Mentoring**, you are expected to contact your mentor once your match is confirmed, organise meeting times, and keep the relationship progressing across the semester.

For **Ask Industry**, come prepared with a focused topic and a few questions you would like to discuss. This will help you make the most of the 30-minute conversation.

As a mentee, your role is to:

- Contact your mentor for Semester Mentoring, or book your Ask Industry session through the platform.
- Prepare questions or topics before each conversation.
- Keep appointments, or give reasonable notice if you need to reschedule.
- Respect your mentor's time, privacy, and professional boundaries.
- Communicate respectfully and professionally.
- Do not share private information from your conversations without permission.
- Take notes and follow through on agreed actions.
- Send a short thank-you or follow-up message after meetings.



Making the most of mentoring

Mentoring works best when you take an active role. You do not need to have a perfect career plan, but it helps to come prepared, stay curious, and follow through on what you discuss.

What helps

The Prepared Mentee brings a question, topic, or goal.

The Curious Mentee is open to advice and different perspectives.

The Active Mentee takes notes and follows through.

The Reflective Mentee thinks about how advice applies to their own goals and next steps.

The Professional Mentee respects time, privacy, confidentiality, and boundaries.

What can get in the way

The Mystery Mentee is hard to contact, misses meetings without notice, or arrives without a focus.

The Closed Book Mentee attends but is not really open to learning or reflection.

The Passenger Mentee expects the mentor to drive every conversation.

The Shortcut Seeking Mentee wants a perfect answer, referral or shortcut without doing their own research or reflection.

The Over-Reaching Mentee asks for things outside mentoring, such as jobs, personal favours, assessment help or ongoing support.

Understanding your mentor's role

Your mentor is there to share experience, perspectives, and general guidance. They can help you explore options, reflect on your goals and understand professional practice, but they are not expected to make decisions for you or provide opportunities directly.

Your mentor can support you by...

Sharing career experience and lessons learned.

Explaining what work looks like in their field.

Asking questions that help you think through your options.

Providing general feedback on CVs, LinkedIn profiles, portfolios, or application approaches.

Suggesting resources, professional groups or ways to build experience.

Your mentor is not expected to...

Guarantee employment, internships, referrals, or work experience.

Provide academic advice, assessment advice, or technical tutoring.

Act as a counsellor or provide personal crisis support.

Make career decisions for you.

Provide unpaid work, personal favours or ongoing support outside agreed boundaries.

Prepare, participate and follow up

Stage

What to do

Before you meet _____	Write a short introduction; look up your mentor's role or organisation if available; choose one to three topics; prepare a few questions.
During the conversation _____	Start with your goal or question; take notes; ask follow-up questions; clarify any next steps.
After the conversation _____	Send a short thank-you message; complete any agreed actions; reflect on what you learnt and what you could do next.

Example introduction

Hi [mentor name],

Thank you for being part of EAIT Industry Mentoring. I am studying [degree/program] and I am interested in [area/role/pathway].

I would like to learn more about [topic/question], particularly [specific thing you would like to understand].

I am looking forward to speaking with you through the mentoring program.

Kind regards,
[your name]



Common mentoring challenges

Mentoring can take time to settle into. If a conversation feels a little awkward at first, it does not mean anything has gone wrong. The suggestions below can help you reset expectations, clarify the purpose of the relationship and keep the conversation moving in a useful direction.

Challenge

I do not know what to ask.

I feel nervous or underprepared.

It is hard to find a meeting time.

The conversation is too broad.

I am unsure whether something is appropriate to ask.

The match does not feel right, or something feels uncomfortable.

What can get in the way

Choose one topic from the question bank or ask your mentor what they wish students understood about their field.

Send a short introduction and ask one or two questions beforehand. You do not need to have everything figured out.

Suggest two or three options and be flexible where possible. Give reasonable notice if you need to reschedule.

Choose one focus for the conversation, such as career pathways, applications, networking, or industry expectations.

Keep questions connected to career learning and professional development. Contact EAIT Employability if you are unsure.

You are not expected to manage this alone. Contact EAIT Employability for advice and next steps.



Practical tools

Use these tools to prepare for mentoring conversations, choose questions, take notes, and identify next steps.

Semester Mentoring conversation guide

Semester Mentoring is a structured mentoring option across one semester. You will be matched with an industry mentor based on your study area, interests, preferences and mentor availability.

The conversation topics will depend on your goals. Some students may use mentoring to explore career pathways, while others may focus on preparing job applications, professional skills, networking, portfolio development or preparing for the transition into work.

Semester Mentoring at a glance

Stage	Timing	Focus
Student applications open	Week 1	Students log in to the mentoring platform and set up their mentee profile.
Matching	Weeks 2-3	Mentor profiles become available for students to review. Students choose a mentor and make initial contact.
Conversation 1: Getting started	Week 4	Get to know each other, agree on expectations and identify what the student would like to focus on during the semester.
Conversation 2: Exploring goals	Weeks 5-6	Exploring your chosen topic, questions, or goals in more depth.
Conversation 3: Feedback and next steps	Weeks 7-9	Continue the conversation, seek feedback and identify practical next steps.
Conversation 4: Reflection and closing	Weeks 10-12	Reflecting on what you have learnt, discussing next steps and closing the semester mentoring relationship.
Feedback	Weeks 12-13	Students and mentors complete a short feedback survey.

Agree early

In your first conversation, agree how often you will meet, whether meetings will be online or in person, how you will communicate, what you want to focus on, how you will treat information shared in the conversation, and how much notice is needed to reschedule.

Conversation ideas

You do not need to follow these topics in order. Use them as a guide and choose what is most useful for your goals.

You might talk about:

Getting started

Your background, interests, goals and your mentor's career pathway.

Useful questions: How did you get into your current role? What do you wish you had known as a student?

Small action: Send a follow-up message and confirm what you would like to focus on next.

Industry insight

Roles, pathways, day-to-day work, workplace expectations and professional skills.

Useful questions: What does a typical day or week look like? What skills are most useful in this field?

Small action: Write down two roles, organisations or pathways to research further.

Applications and experience

CV, LinkedIn, portfolios, vacation work, graduate applications, networking or project experience.

Useful questions: What makes a student or graduate stand out? How can I build experience if I do not have much yet?

Small action: Update one career document or application approach.

Reflection and next steps

What you have learnt, how your thinking has changed, strengths and future actions.

Useful questions: What strengths or skills should I keep developing?

Small action: Send a thank-you message and complete the feedback survey.



Ask Industry conversation guide

Ask Industry is a flexible mentoring option for one-off 30-minute conversations with alumni and industry professionals.

Use it when you have a focused career, industry or employability topic you would like to discuss, such as:

Topic	Examples
Career pathways	What does this role or industry actually look like? What roles could be a good starting point?
Job, internship and graduate applications	How should I prepare for vacation work, internships, graduate roles, or other job applications?
CV, LinkedIn or portfolio feedback	Could I get general feedback on whether my profile or portfolio is clear?
Networking	How can I make connections and start professional conversations with people working in this field?
Preparing for work	What skills or experiences should I build next?

Suggested structure for a 30-minute conversation

Time	Focus
5 minutes	Introductions and your main question.
15-20 minutes	Discussion, examples, and advice from your mentor.
5 minutes	Key takeaways and next steps.

Questions you can ask

Use these questions to prepare for Semester Mentoring or Ask Industry. Choose one topic area and 2–3 questions that match your goal. You do not need to ask everything. A focused conversation is usually more useful than trying to cover too much.

Industry expectations

- What do employers expect from students or graduates?
- What qualities make someone good to work with?
- What skills or habits are worth developing before entering the workplace?

Job applications and employability

- What makes a strong CV, LinkedIn profile or portfolio?
- How can I talk about coursework, projects or part-time work?
- How can I prepare for interviews or assessment centres?

Networking

- How can I make connections and start professional conversations with people working in this field?
- What should I ask at an industry event?
- How can I build a network without directly asking people for jobs?
- Are there industry associations or professional groups you would recommend for students?

Transition to work

- What was challenging about moving from university to work?
- What helped you adjust?
- What do you wish you had understood before starting your first professional role?

Reflection and next steps

- Based on what we discussed, what is one practical step I could take after today?
- What is one resource, skill or area you would suggest I look into?
- What would be a useful next step for someone in my position?



Meeting notes and action template

Prompt

Notes

Date of meeting

Mentor name

Main topic discussed

Key things I learnt

Questions I still have

Actions after this
conversation

People, roles or
organisations to research

Closing the conversation or relationship

For Ask Industry, send a short thank-you after the session. For Semester Mentoring, use the end of semester to reflect on what you gained and close the mentoring relationship respectfully.

Example thank-you message

Thank you again for speaking with me. Your advice helped me understand how to talk about my project work more clearly. I am going to update my CV and research the organisations you suggested. I would be grateful to stay connected on LinkedIn, if that is okay with you.



THE UNIVERSITY
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EAIT Employability

**For general mentoring questions
or support:**

mentoring@eait.uq.edu.au

This inbox is monitored Monday to
Friday, 9 am to 4 pm.

**For urgent matters, contact
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