



UK

impact through mentoring

student briefing pack 2025





**Congratulations on being accepted onto The ORT JUMP Mentoring Programme!
We are sure you will find the programme a rewarding and valuable experience.**

How to get started:

1. Do some research into your mentor's company/business and find out as much as you can about them. If you can't find out any information on your mentor please do contact us so we can provide you with further information at jumpmentoring@ortuk.org

Dear (insert mentor's first name)

Thank you so much for agreeing to mentor me on The ORT JUMP Mentoring Programme.

Would it be possible for you to email me your phone number and the most appropriate time for me to call you to arrange our first meeting?

I really appreciate you giving your time to mentor me and I look forward to meeting you.

Kind regards,

2. Telephone your mentor at the agreed time to arrange your first meeting. If you are particularly nervous about making contact or about attending your first meeting please get in touch with us at jumpmentoring@ortuk.org

3. If you are meeting in person, plan your journey leaving plenty of time, ask your mentor for the address and the nearest tube. You must NOT be late.

MEETINGS MUST TAKE PLACE IN A PUBLIC AREA.

If meeting online ask what platform your mentor prefers and if they would like you to set up the meeting. Make sure you have the correct software downloaded in advance of your meeting, ensure you log on a few minutes early and you are mindful of your surroundings. Make sure you dress appropriately and look tidy. When you meet your mentor, smile and be confident.

4. Please do not wear any symbols that could be perceived as politically motivated.

5. Take a pen and paper and make notes during the meeting. These should be written up after the meeting, in order for you to have something to refer back to when creating your creative piece and also shows you are interested in what your mentor is telling you.

6. At the end of your first meeting, ask your mentor if you can schedule the dates of the remaining sessions. If your mentor is happy to do so, make a clear note of the dates and inform your mentor that you will confirm it is still convenient a week before the session. Meetings should take place every 5 to 6 weeks.

7. After your meeting, remember to email your mentor to thank them for the meeting and to say that you are looking forward to meeting them again on the date of your next session.

At the end of each meeting, please also email jumpmentoring@ortuk.org and let us know how it went and when your next meeting has been scheduled for.

Good luck!



Meeting agendas

Please find below suggested meeting agendas. You and your mentor may find that these agendas change according to your needs and the area of expertise you are exploring.

meeting 1

Getting to know each other

To be completed by 3rd January 2025

- Discuss with your mentor your school and courses
- Any community responsibilities, social involvement or hobbies
- Discuss with them your objectives for being on the programme
- Listen to your mentor talk about their job and career journey
- Hear what their job entails: what time they get to work, what their daily tasks are and if there are any special rules they abide by
- Agree on a date and agenda for your next meeting. Please do this at the end of every meeting

meeting 2

Learning how to promote yourself

To be completed by 28th Feb 2025

- Personal statement & CV writing
- Work together to build a detailed LinkedIn profile
- Discuss the importance of volunteering
- How to make a good first impression
- If relevant ask them about their university course
- Discuss the area of your mentor's industry which most interests you
- Set personal goals





meeting 3

**Workplace tour/attending a
real-life meeting/virtual meeting/
mock interview**

To be completed by 25th April 2025

- If possible, the mentor will take you on a short tour of their workplace, showing you the communal areas of interest and what some other members of his/her team do
- Alternatively this may be a virtual meeting with your mentor and other professionals
- If this is not possible ask your mentor to set up a mock interview
- Share your career goals and what your educational plan is to achieve those goals

meeting 4

Final meeting

To be completed by 30th May 2025

- Evaluate The ORT JUMP Mentoring Programme with your mentor
- Discuss your creative piece
- If you're writing an essay it should be between 500-750 words
- This should be emailed to jumpmentoring@ortuk.org by Monday 2nd June 2025
- At the completion of this academic year, a Graduation Reception will be held. The date is still to be confirmed
- The winners of the best creative piece will be given an award

**If you have any problems at all during
The ORT JUMP Mentoring Programme, please feel free to
contact us directly at anna.black@ortuk.org or mia.lyons@ortuk.org**





e: jumpmentoring@ortuk.org ortuk.org/jumpmentoring

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