



Interview guide for individual mentoring

Mentoring is aimed at young early career researchers who want to discuss issues related to their career planning. The mentors are professors who enjoy contact with young researchers by passing on their experience and exchanging ideas. The mentoring is intended to facilitate a free and independent dialogue.

Make the mentoring as useful for you as possible by putting in the questions most relevant to you and design the meetings together according to the needs of the mentoring tandem.

- At the start of the mentoring, talk about the goals and topics of the mentoring relationship.
- Determine the intervals at which the mentoring meetings should take place.
- Give each other feedback and respect each other's opinions. Mentoring is not about convincing the other person, but about exchange.
- As a mentee, prepare yourself for the mentoring, consider which topics you want to discuss and pick up on development topics.

The following questions can help you in structuring the mentoring conversations to find topics, to focus the objective, to evaluate alternative actions and to make the conclusion sustainable with goals.

The start

- Why did I decide to become a mentor/mentee?
- What is particularly on my agenda at the moment?
- What do I want to achieve by mentoring?
- How do I plan my career? What drives me?
- With which strategies have I been (not) successful so far?
- What is important to me in my private life? How do I reconcile career and private life?

Objective

- What topics are to be dealt with/discussed?
- What should be cleared after the mentoring?
- What is the structure of the goals? (short-, medium-, long-term)
- What does the current situation look like?
- How do others see the situation?
- What possibilities/options are there for having influence?
- What resources are available in this situation?

Alternatives

- Which scenarios can be developed for the topic?
- Which factors speak for or against different options?
- What is missing from the consideration?
- How does this option support the achievement of the goal?

Conclusion

- What goal will be set until the next meeting?
- Can the goal be formulated SMART? (specific, measurable, attractive, realistic, timed)
- Fix/set down goals and objectives

At the end of a mentoring meeting, you as mentee and mentor determine when the next meeting should take place. At the last meeting, you should draw a conclusion from your time together. Please contact the programme coordination and take part in the **final evaluation**.

Conflicts can also occur during mentoring. If these cannot be resolved in tandem, the programme management is available for counselling to all participants. We will advise you confidentially.