



Career Mentoring Program – Life Science Zurich Young Scientist Network

Mentor/Mentee guidelines

The mentee and mentor are committed to regular meetings (recommendation: at least four meetings during the program, with full flexibility to be scheduled between mentor/mentee). The meetings will serve as a discussion about career planning and opportunities.

The mentee is responsible for the scheduling and organization of the meetings. At their first meeting, the mentee and mentor will define their mutual objectives and communication routines. The meetings can be conducted onsite or online.

Keep in mind that this document serves merely as a guideline – you have the complete flexibility to structure your meetings as it fits you best.

Suggestive structure for meetings

Meeting 1: mentee talks about their goals for the program; mentor shares their career journey and how they can be of help. Possibility to discuss career paths and goals together.

Meeting 2: talk about job portals, networking opportunities & informational interviews via LinkedIn.

Meeting 3: mentee brings a job offer they're interested in and gets advice on how to adapt the CV and the cover letter.

Meeting 4: mentee gets feedback on CV and cover letter plus interview tips

Note: you can also ask your mentor to introduce you to people in the area (s) that you're interested in.

Discussion points

Help to choose the next career path:

- Identify and learn how to leverage your intellectual and personal skills that are valuable to a company;
- Which questions to ask yourself when choosing a company?
- Find out what is most important for you in a job;
- Which skills have been the most important in your job or professional career in general?
Networking, team-building, written/oral communication, technical skills...?

Preparing for a job application:

- Learn how to identify personal strengths and weaknesses;
- Learn how to effectively look for jobs: platforms, job fairs, networking...;
- Learn how to write an objective and impactful CV and cover letter;
- Learn tips & tricks for the interview process.

Questions that can help you navigate your job search & points for discussion with mentors

In order to choose a certain career path, it is very important to be aware of your personal and professional interests. To get to know them better, it might be helpful to ask yourself the following questions:

- What are you passionate about? What motivates you?
- What type/s of work do you like to do the most?
- What are you really good at/What do you enjoy doing?
- In what kind of environments do you prefer to work?
- What kind of people do you like to work with?
- What aspects of your work/studies would you like to continue doing and/or developing?
- What aspects of your work/studies would you prefer not to have to do?
- What types of activities or jobs would you like to try?
- What do you prioritize when choosing a job? Salary? Good schedule? Professional growth? Good working environment? Location?