

# Mentor Frequently Asked Questions

NSW Government Graduate Program  
February 2024



This document is for mentors of a graduate in the NSW Government Graduate Program.

## Q. What is Mentoring?

Mentoring is an ongoing relationship of mutual trust specifically designed to build capability in a person with less experience, drawing on the experience of a mentor. A mentor takes a broad view of a person and can help a mentee to grow in their confidence, knowledge, skills and networks.

The mentor often helps a mentee develop within their current role and prepare for future opportunities. A mentor is not the same as a counsellor or coach - these relationships tend to be shorter term and focused on a more defined area, goal or problem that needs improvement. A mentor does not replace the role of a manager or agency coordinator.

## Q. When should I first contact my mentee?

Reach out to your mentee in their first week in the graduate program to introduce yourself and advise them of the date, time and location of the mentoring workshop, which you have scheduled, and will attend together. You will generally meet formally for the first time at the mentoring workshop; however, you may meet beforehand if you wish.

If you are unsure of your mentee's details or have not been invited to book into the mentoring workshop, please contact your agency coordinator as soon as possible. Contact details are available on the NSW Government Graduate Program Resources site.

## Q. What is expected of me?

A mentor is dedicated to discussing career goals and strategies to build their mentee's knowledge and experience within the public sector. As a mentor you will also help your mentee to respond appropriately to workplace situations and requirements in line with the core values of integrity, trust, service and accountability. A mentor meets with their mentee regularly, typically no less than monthly.

## Q. How long is the Mentoring Program?

The formal mentoring program runs throughout the 18-month graduate program, from February 2024 to August 2025. You may choose to extend the relationship with your mentee beyond the end of the program.

## Q. How can I keep in contact with my mentee?

During your first formal meeting, you are encouraged to discuss the preferred method of communication and start to set out a schedule for regular meetings so that you are both clear on expectations right from the beginning.

Face to face meetings are highly encouraged, however, we understand that this may not always be possible, and alternative forms of communication such as virtual or telephone are also encouraged.

## Q. Will my mentee need to be in the same location as me?

Each graduate is matched with a mentor from their home agency and should be located in the same region.

## Q. What sort of topics might be discussed with my mentee?

Ultimately, this is for you and your mentee to determine. Common topics include career planning and goal setting, work/life balance, communication, and networking advice.

You and your mentee will be given access to a Mentoring Guide at the initial mentoring workshop. You will also be provided with other resources throughout the 18-month program via the dedicated mentors Microsoft Teams channel. These resources include conversation starters and information which you can use throughout the relationship. The initial mentoring workshop will start you off with some topics you may wish to continue discussing in your regular meetings.

## Q. My mentee is moving to their next placement in another agency, will I receive a new mentee?

The mentee you're paired with from your agency will continue with you through all three of their placements. This is to ensure they have your continual dedicated support throughout the duration of the program.

The mentor role is tasked with keeping their mentee connected with their 'home agency' while they're out on placement, generally during placement 2 (please see the placement dates in the Program Guide). Leading up to and during this external placement, your mentee might require additional support as they navigate the transition to their new agency and work environment.

## Q. Where can I access additional mentoring resources and information about the Graduate Program?

A dedicated Microsoft Teams channel has been created for mentors as a hub for communications, resources and networking amongst the mentor cohort. Through this channel, you will be provided with regular resources and articles to support and develop the mentoring partnership.

Please email the Public Service Commission's Graduate Program team at [nswgraduateprogram@psc.nsw.gov.au](mailto:nswgraduateprogram@psc.nsw.gov.au) if you have not received an invitation to join this team within 1 week of the program commencing. You can also access the [NSW Government Graduate Program Resources site](#) for information about the Program.

## Q. Who can I contact if I have questions about mentoring?

The Public Service Commission has engaged Bendelta to deliver the mentoring program. If you have any inquiries or would like support with mentoring, please reach out to Bendelta's dedicated central inbox at [graduate.mentoring@bendelta.com](mailto:graduate.mentoring@bendelta.com).

Alternatively, you can speak with your agency coordinator for queries related to the structure of the NSW Government Graduate Program.

## Q. What should I do if I am moving to another role or leaving the organisation?

If you are moving to another role within NSW Government, you may decide to continue with the

mentoring relationship. In this case, please advise your agency coordinator and mentee of your movements and wish to continue the relationship, and email the Public Service Commission's Graduate Program team your new contact information at [nswgraduateprogram@psc.nsw.gov.au](mailto:nswgraduateprogram@psc.nsw.gov.au).

If you cannot continue the mentoring relationship, or if you are leaving the organisation, please advise your agency coordinator as soon as possible so a new mentor can be sourced.