



THE UNIVERSITY  
of ADELAIDE



# MENTOR REGISTRATION INSTRUCTION

International Alumni Mentoring Program

[adelaide.edu.au](http://adelaide.edu.au)

CRICOS Provider Number 00123M

International Alumni Mentoring Program is a new program that creates value by connecting the past with the present. The program will give you the opportunity to support and encourage the next generation of international university graduates through this time of uncertainty and challenge.

## MENTOR REGISTRATION INSTRUCTION

Thank you for your interest being our international alumni mentor and we look forward to working with you. This document will guide you through registering as a mentor in this program step-by-step. Kindly remind that **the mentor registration will be closing on 2nd August (Sunday)**.

Click [HERE](#) to get access to CareerHub Portal of International Alumni Mentoring Program, scroll down the web page and see **“Program Registration”**:

If you already have an individual account in UofA CareerHub, please click [HERE](#) to submit your International Alumni Mentor Profile after logging in.

## NEW MENTOR

If you are a new mentor, we will invite you to:

- Firstly **register as an individual** in CareerHub
- Then **complete a mentor profile form**

Please follow steps below to complete your registration.

### > STEP 1:

## COMPLETE CAREERHUB INDIVIDUAL ACCOUNT REGISTRATION FORM

- Please click [HERE](#) and choose **“Individual”**.
- Please provide your information, and **the fields with a star sign (\*) are mandatory to fill**.
- Click **“Finish”** button when completed.

We recommend you to use your **personal email address** when registering your account as we would like to build a long-standing relationship with you and provide sufficient support in this program.

### CareerHub Portal:

#### International Alumni Mentoring Program main page

### Individual account registration

### Enter individual details

## > STEP 2:

### EMAIL CONFIRMATION

Once submitted your details, you will be asked to confirm your email address.

Please check your email with the title **“Confirm your email address”** and click the link provided in the email to confirm your email address.

You will also receive another email with the subject **“CareerHub registration complete”** with your login username provided for your record.

#### Notes:

- Please **check your junk/spam folders** if you cannot find these two emails.
- You can also click **“Resend confirmation email”** button to receive a new copy.
- If you have problems receiving these emails, please contact UofA Careers International Project team at [global\\_career@adelaide.edu.au](mailto:global_career@adelaide.edu.au)

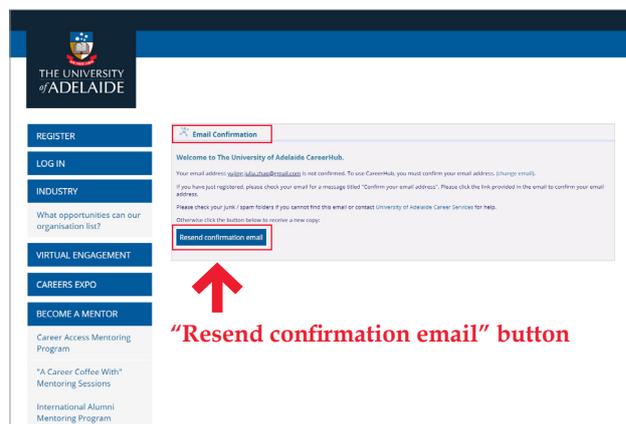
After confirming your email address, a short message **“Email Confirmed”** will pop up on the screen.

Please click **“CareerHub Home/Continue”** to return to the **CareerHub homepage**, and now let us move to the second part of submitting your mentor profile!

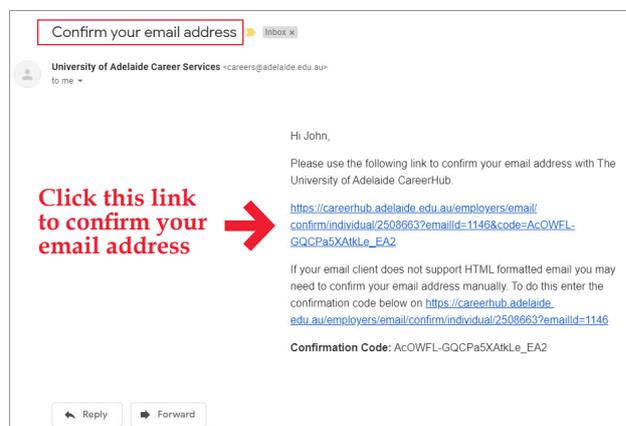
#### Notes:

- Please do not worry about the message **“Your registration is currently awaiting approval”** on your CareerHub page. **You can still submit your mentor profile while your account is pending for approval.**
- **You will be notified by email when your account registration has been processed** and it usually takes 1-2 business days once your details have been submitted.

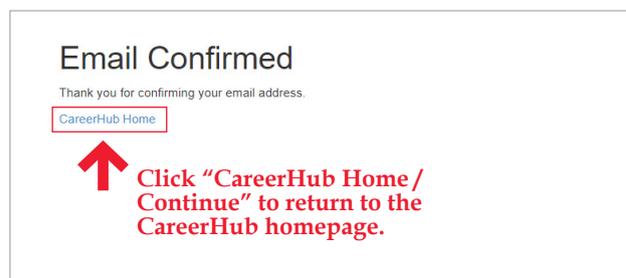
### Email confirmation message



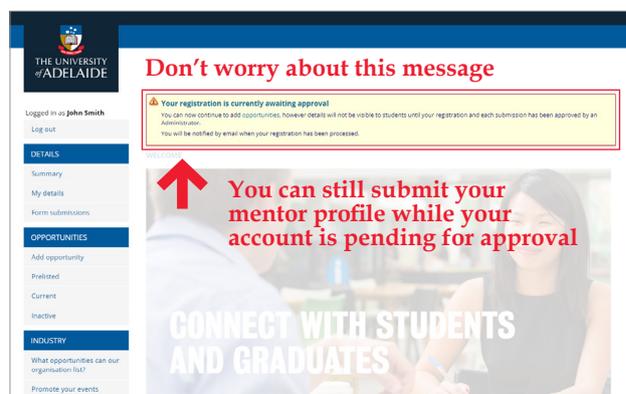
### Receive email with title “Confirm your email address”



### Email confirmed message



### Your account is pending for approval



### > STEP 3:

## COMPLETE MENTOR PROFILE FORM

To complete your mentor profile, please select “International Alumni Mentoring Program” from the navigation panel on the left when returned to the Careerhub homepage. Then scroll to the bottom of the page and click the hyperlink “International Alumni Mentor Profile Form”.

### Notes:

- It takes **approximately 5-10 minutes** to complete this form based on your experience and skills.  
**Fields with a star sign (\*) are mandatory to fill.**
- **You can only submit this form once.**  
For any updates after form submission, please contact us at [global\\_career@adelaide.edu.au](mailto:global_career@adelaide.edu.au)

Thank you for your patience going through the mentor registration process!

**We will stay in touch with you and provide you with Mentor Program Handbook in August.**

### Support

Careers Service International Project team is available to answer your questions and provide guidance throughout the program. For any enquiries relating to this program, please contact us at [global\\_career@adelaide.edu.au](mailto:global_career@adelaide.edu.au)

### Go to “International Alumni Mentoring Program”

Form submissions

- OPPORTUNITIES
  - Add opportunity
  - Prelisted
  - Current
  - Inactive
- INDUSTRY
  - What opportunities can our organisation list?
  - Promote your events
- VIRTUAL ENGAGEMENT
  - Digital Engagement Request
- CAREERS EXPO
- BECOME A MENTOR
  - Career Access Mentoring Program
  - "A Career Coffee With" Mentoring Sessions
  - International Alumni Mentoring Program**
- INTERNATIONAL ENGAGEMENT

**CONNECT WITH STUDENTS AND GRADUATES**

The University of Adelaide's CareerHub portal is a free online employment service to help employers reach students and recent alumni from the University of Adelaide. This portal is also a place for our industry mentors and HR professionals to connect with the University and our students for engagement programs, professional development and more.

- **Already utilising CareerHub?** Click 'login' to access to your existing profile.
- **New to CareerHub?** Keep reading for further information and benefits. The type of profile types available are:
  - Employer (company/contract)
  - Sole trader (individual)
  - Mentor (individual)

It takes around 5-10 minutes to establish your CareerHub profile. This can include adding details for your organisation, choosing some administrator contacts (some can be for students display while others can just be for our team to know who we're working with) and listing your first role.

**QUICK LINKS**

- Login to CareerHub
- Register for CareerHub
- Careers Expo
- Contact our Industry Liaison Team

**Select "International Alumni Mentoring Program"**

**Scroll down** ↓

### Open “International Alumni Mentor Profile Form”

THE UNIVERSITY OF ADELAIDE

Become our International Alumni Mentor

REGISTER

LOG IN

INDUSTRY

What opportunities can our organisation list?

VIRTUAL ENGAGEMENT

CAREERS EXPO

BECOME A MENTOR

Career Access Mentoring Program

"A Career Coffee With" Mentoring Sessions

**INTERNATIONAL ALUMNI MENTORING PROGRAM**

2020 has been a challenging year for the whole world. The COVID-19 pandemic has resulted in an unprecedented economic downturn and an exceptionally competitive graduate job market. The global employment landscape facing our international students is uncertain and it would be reassuring for them to get some extra support.

This is why we would like to invite you to participate in the University of Adelaide's International Alumni Mentoring Program. This is a program that creates value by connecting the past with the present. It is a great way for you to be a part of shaping these future leaders, and encourage the next generation of international university graduates through this time of uncertainty and challenge.

Some of you may already have experience as a professional mentor and for others it may be your first time. Your availability and commitment to this program will be greatly appreciated by the University of Adelaide community and as mentors you will receive:

- Your own career pathway
- Major career decisions you made
- Organisational culture
- Professional networking
- Employment market at home and abroad
- How COVID-19 has changed your industry
- Challenges facing you or your industry
- Future directions for your industry

At the University of Adelaide, we believe there will be great opportunities arising from the uncertainties and disruption in the world today. We believe that future leaders will emerge from our university, not just leaders in Australia or Asia, but global leaders who are able to make a contribution to the world's future leaders. If you would like to be a part of shaping these future leaders, we would be delighted if you could register for the program.

**Click "International Alumni Mentor Profile Form"**

Program Registration:

If you already have an individual account in CareerHub, please click **HERE** to submit your International Alumni Mentor Profile after logging in.

**As a new mentor, we will invite you to:**

- **Firstly register as an individual in Careerhub**
- **Then complete an International Alumni Mentor Profile Form**

We look forward to working with you.

**Scroll down** ↓

Guidelines | Terms and Conditions | Contact Us

THE UNIVERSITY OF ADELAIDE

Logged in as John Smith

Log out

DETAILS

Summary

My details

Form submissions

OPPORTUNITIES

Add opportunity

Prelisted

Current

Inactive

INDUSTRY

What opportunities can our organisation list?

**International Alumni Mentoring Program: Mentor Profile**

**Personal Details**

\* Name

Title First Name Last Name

\* Contact Details

Email

Phone Mobile

\* Do you have a LinkedIn Profile?

Yes

No

\* Emergency Contact (Name)

**Scroll down** ↓

### Complete International Alumni Mentor Profile Form

THE UNIVERSITY OF ADELAIDE

Logged in as John Smith

Log out

DETAILS

Summary

My details

Form submissions

OPPORTUNITIES

Add opportunity

Prelisted

Current

Inactive

INDUSTRY

What opportunities can our organisation list?

**International Alumni Mentoring Program: Mentor Profile**

**Personal Details**

\* Name

Title First Name Last Name

\* Contact Details

Email

Phone Mobile

\* Do you have a LinkedIn Profile?

Yes

No

\* Emergency Contact (Name)

**Scroll down** ↓