It is a pleasure to welcome you to the Actuarial Science mentorship program. As a mentor, you will have the opportunity to work with undergraduate students in the ActSci program and guide them in their transition from the classroom to the workforce.

We sincerely hope that the mentoring experience will be enriching for both the mentors and the fellow students. It is our goal to provide an environment of learning and cooperation where the mentors’ legacy can be passed down to the future actuaries.

Every effort has been made to match you with the best candidate. Once the matching process is completed, the student will be responsible for contacting the mentor and for keeping the Mentorship Program informed of their progress. We would be delighted to hear from you at any time. Should you have any questions, comments or feedback, please contact us at uoftactsci@yahoo.ca. We truly appreciate your participation in this program and we hope that you will enjoy the experience.

Actuarial Science Club - President
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The Mentorship program aims to provide a platform, where the students at U of T can communicate, learn and build long lasting relationships with their respective mentors. It is a unique third party initiated opportunity in contrast from the various corporate initiated events for both the students and professionals to connect to the Actuarial Society.

Mentors often have long lasting effects on the developments of the students beyond the boundary of a classroom. It creates an environment to develop and practice important skills needed for the workplace. It allows the participant to get informed about the industry, consequently allowing them to make knowledgeable career choices. In addition, it is a great opportunity that allows the participants to experience the professional setting. It helps our students create their network of contacts with individuals in their area of interest.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory e-mail from your mentee</td>
<td>Within two weeks of being notified of your mentee's name and e-mail address.</td>
</tr>
<tr>
<td>Meet with your mentee</td>
<td>Ongoing (to be arranged by you and your mentee) Participate in minimum 3 face-to-face meetings with your mentee.</td>
</tr>
<tr>
<td>Progress report</td>
<td>As requested</td>
</tr>
<tr>
<td>Attend Networking Event</td>
<td>April</td>
</tr>
<tr>
<td>Complete program evaluation survey</td>
<td>Complete the program evaluation form in April to help us further improve this program.</td>
</tr>
</tbody>
</table>
It will be the student’s responsibility to initiate contact with his or her mentor. The mentor and the mentee should set a approximate meeting agenda prior to their arranged appointment. This will ensure that the meetings are conducted in a timely and effective manner.

A note on appropriate meeting places: we encourage mentors and students to select a venue that is accessible to both parties during regular business hours; this can be at a coffee shop, on campus, or at the mentor’s office.

The goal of these meetings is to provide students with some insights about the “real world,” especially as it pertains to seeking employment upon graduation. No doubt they will have many questions about everything from interview skills to corporate culture, and even about your own university experience.

You will likely find that the topics raised by students will range from the general to more practical; a sample list of some of the most common questions can be found near the end of this handbook for your reference.

**Confidentiality**

Every effort is made to ensure that the confidentiality of both the mentors and the program participants are maintained. The information collected may only be used for the purpose of the mentorship program.

**Professionalism**

It is the program’s aim to acquaint the students with the level of professionalism that is acceptable to the mentors. They will look to you to set the tone for acceptable levels of professionalism – please feel free to exercise your judgments, and respond in the manner in which you are most comfortable, but do bear in mind that for the students, learning the conventions of acceptable professional interaction is crucial. This applies to electronic, written, telephone and face-to-face communication.

**Withdrawal from Program**

If either you or your student feels that the mentor/student relationship is not benefiting either party, please contact the Actuarial Science Club at uoftactsci@yahoo.ca.
TO YOU

♦ The satisfaction of knowing you are helping the student understand the unfamiliar and often daunting world they will face after graduation
♦ Heightened profile as an active supporter of your community
♦ Valuable practice to help develop your coaching and leadership skills
♦ Heightened self-awareness
♦ The pleasure of giving back

TO STUDENTS

♦ Access to wisdom and expertise
♦ Opportunities for self-assessment
♦ A personalized career-development plan
♦ Greater understanding of current business practices
♦ Introduction to business networks and related supports
♦ Exposure to the business environment
♦ Advice, moral support, and encouragement

BENEFITS
• What are the things you find personally rewarding and satisfying in your career?
• What are the things you find frustrating or disappointing?
• What do you do in a typical day?
• What skills or abilities are important to be successful in this field?
• What kind of experience is needed for this occupation?
• Is a graduate degree absolutely necessary for this occupation?
• What extra-curricular activities or volunteer experience should I pursue to help me prepare for a career in this area?
• What kinds of summer/part-time positions did you have that you feel contributed significantly to your career?
• What sort of job could I be doing right now which might prepare me for this kind of work?
• What are the typical entry-level positions in this area and their salary levels?
• How long should I expect to stay in an entry-level position and where can I go from there?
• Does the work present a challenge? Does it hold your interest?
• Are there occasions when the workload become extreme?
• What are the average earnings? Are there regular increases?
• How many hours per day or week does one work?
• Is travel part of the job?
• What are the opportunities for advancement? For transfer?
• In what way do you feel your Actuarial Science education contributed to your career?

**RESOURCES**

**Sample questions**

If you have any questions, please e-mail:
Actuarial Science Club – Mentorship Program
Department of Statistics
University of Toronto
uoftactsci@yahoo.ca