



**UNSW**  
CANBERRA

# Kintell Mentee Guide

## Career Transition Mentoring

MAR 2021



Welcome to **Career Transition Mentoring** on Kintell. This manual takes you through all the key concepts you need to know as one of our Career Transition Mentees.

### How do I become a mentee in the group?

To become a mentee in the Career Transition Mentoring Group, all you need to do is [sign up to the group](#).

Whilst you can book sessions with mentors without creating a group card, we would strongly encourage you to create a group card. If you are seeking advice on transition, please identify yourself as a mentee by including the word mentee in your card title and using the What can I help you with section to outline what you would like help with.

### Why would I bother making a group card?

Without a group card, you will not be visible within the Career Transition Mentoring Group. You will be able to book advisors in for a chat, however no one will be able to book you in. Given this is both a platform for seeking mentorship as well as a networking hub creating a card will benefit you. Plus, we believe everyone has something valuable to share!

### Who can join as a mentee?

This group is reserved for UNSW Canberra and UNSW alumni who are current or former defence force personnel. Anyone who meets the above criteria and who is seeking support or advice around transitioning from the military to the civilian workforce can join the group as a mentee.

### What happens after I join as a mentee and create a card?

- Once your profile (aka 'group card') is published, it will be listed on a directory of group members (URL [here](#)). You will then be able to both make bookings and take bookings.
- **Can I book someone?** As a mentee we would encourage you to take the initiative to reach out to the mentors you would like advice from and book them in!
- **Who can book a session with me?** Any group members who have been approved by the group admin can book a meeting with you.
- **What software do I need for the 1-to-1 video sessions?** All bookings are scheduled and held on the Kintell video platform, available via desktop, tablet or smartphone. The video is web-based, and also available via Kintell's iPhone companion app.
- **What is my time commitment?** You can set your weekly availability for this initiative (URL [here](#)) so that you only receive booking requests within those time slots. You can also sync your digital calendar with Kintell (URL [here](#)), and it will automatically block out the times that you're not available.

- **How do I know if someone sends me a booking request?** You'll get a notification on your Kintell dashboard as well as an email and an SMS notification. It will also let you know when the request expires. You can always reschedule if the time doesn't suit or cancel the booking if the request doesn't match your expertise. Kintell automatically accounts for international time zone differences, daily savings, etc.

#### What happens after I join as a mentee and do not create a card?

- You will not be visible to other members of the group unless you publish a group card.
- You will be able to browse all the advisors in the group and solicit 1-to-1 video sessions.

#### How do I join the Career Transition Mentoring Kintell Group?

### Step 1. Join Kintell

If you don't have a Kintell account, please visit this page and join the platform.

- **URL:** <https://kintell.com/g/career-transition-mentoring/join>
- **Mobile verification:** In order to meet a high standard of cyber security Kintell verifies your mobile number upon joining Kintell. Kintell also sends you SMS reminders about your upcoming bookings.

If you already have a Kintell account, please first log in to your Kintell account, and then visit the above URL. Please do not try to join Kintell again.



## Join Career Transition Mentoring

 Sign up with LinkedIn

OR

FIRST NAME

SURNAME

EMAIL

PASSWORD

Submit



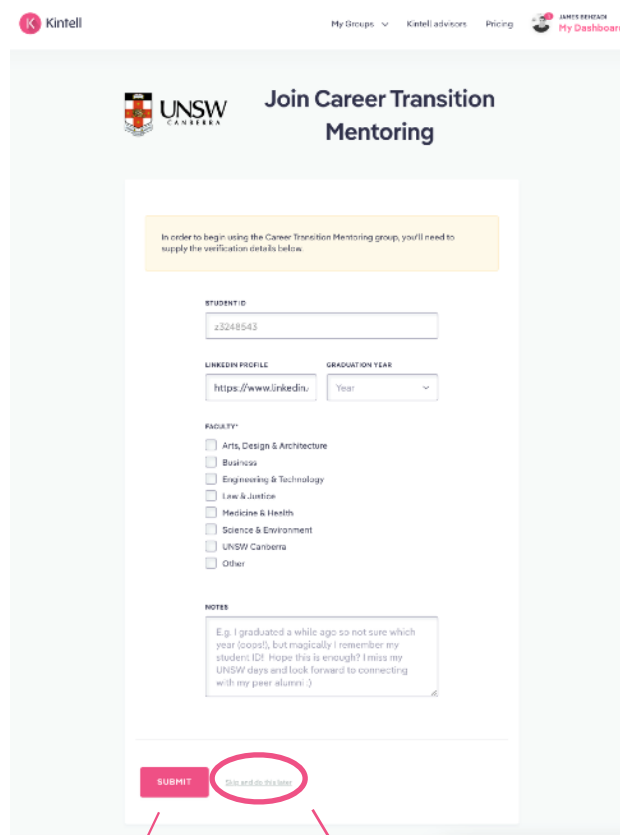
By clicking 'Submit' you confirm that you have read and agree to our [privacy policy](#) and [terms and conditions](#).



Joined the group? Go to step 2

## STEP 2. Verification details

In order to begin using the CTMP group, you'll need to supply some verification details shown below.



**Join Career Transition Mentoring**

In order to begin using the Career Transition Mentoring group, you'll need to supply the verification details below.

STUDENT ID  
z3248543

LINKEDIN PROFILE  
https://www.linkedin.

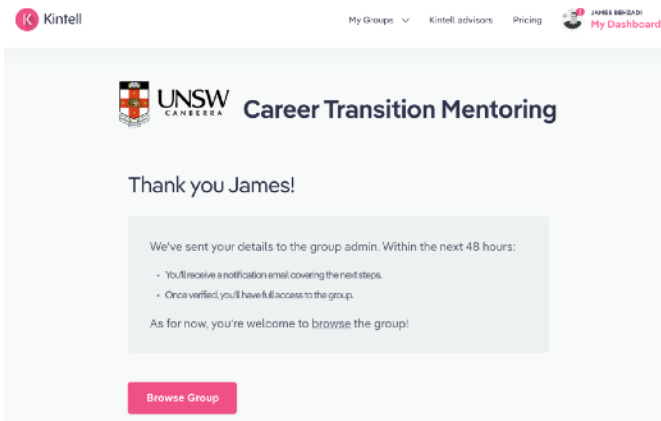
GRADUATION YEAR  
Year

FACULTY\*

- Arts, Design & Architecture
- Business
- Engineering & Technology
- Law & Justice
- Medicine & Health
- Science & Environment
- UNSW Canberra
- Other

NOTES  
E.g. I graduated a while ago so not sure which year (oops!), but magically I remember my student ID! Hope this is enough? I miss my UNSW days and look forward to connecting with my peer alumni!)

SUBMIT [Return to Student](#)



**UNSW Canberra Career Transition Mentoring**

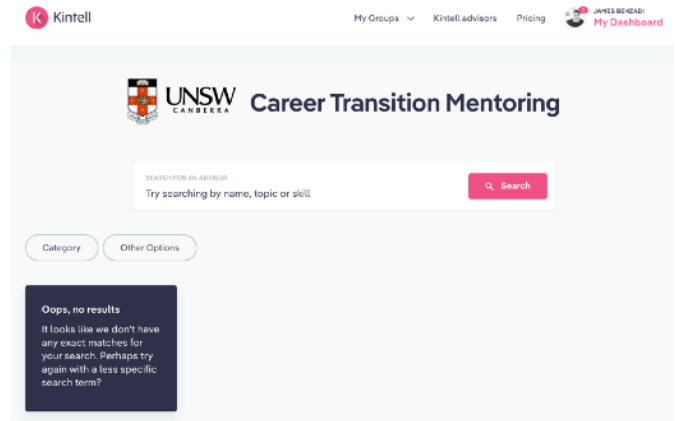
Thank you James!

We've sent your details to the group admin. Within the next 48 hours:

- You'll receive a notification email covering the next steps.
- Once verified, you'll have full access to the group.

As for now, you're welcome to browse the group!

[Browse Group](#)



**UNSW Canberra Career Transition Mentoring**

SEARCH FOR AN ADVISOR  
Try searching by name, topic or skill [Search](#)

[Category](#) [Other Options](#)

**Oops, no results**  
It looks like we don't have any exact matches for your search. Perhaps try again with a less specific search term?

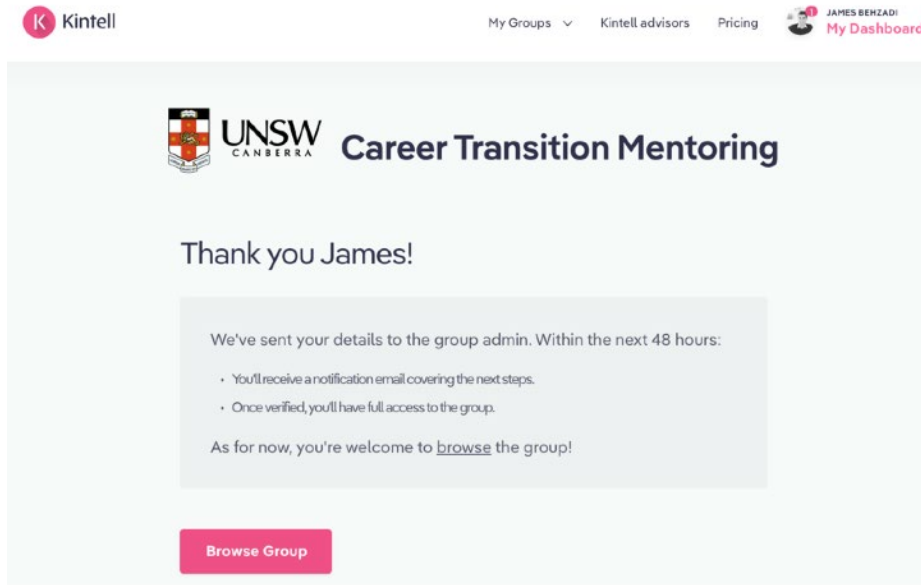


**Submitted the verification details? Go to step 3**

Verification in progress...

## STEP 3. Verification in progress...

We'll send your details to the group admin for verification. Meanwhile, you can browse the group for ideas on how to draft your advisor profile :)



Kintell My Groups Kintell advisors Pricing JAMES BEHZADI My Dashboard

**UNSW CANBERRA Career Transition Mentoring**

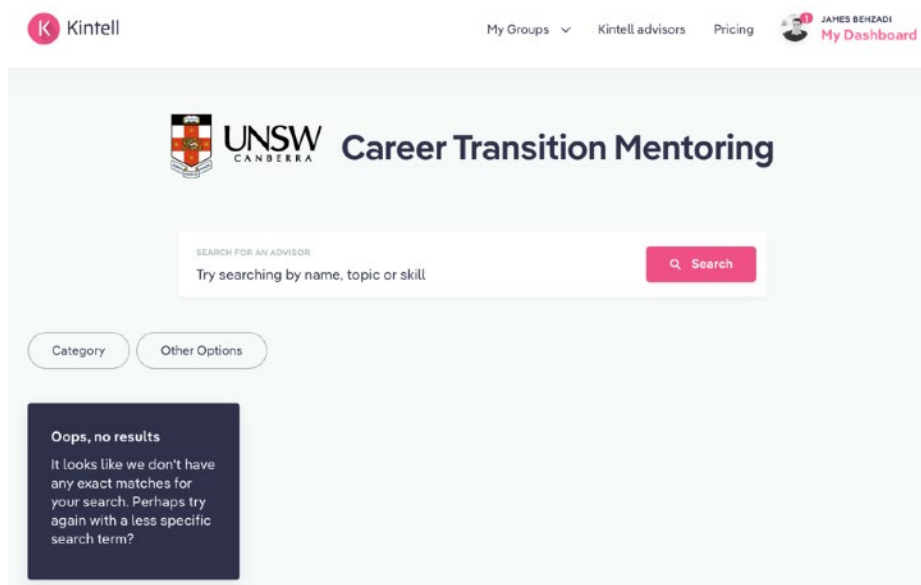
Thank you James!

We've sent your details to the group admin. Within the next 48 hours:

- You'll receive a notification email covering the next steps.
- Once verified, you'll have full access to the group.

As for now, you're welcome to [browse](#) the group!

[Browse Group](#)



Kintell My Groups Kintell advisors Pricing JAMES BEHZADI My Dashboard

**UNSW CANBERRA Career Transition Mentoring**

SEARCH FOR AN ADVISOR  
Try searching by name, topic or skill [Search](#)

Category Other Options

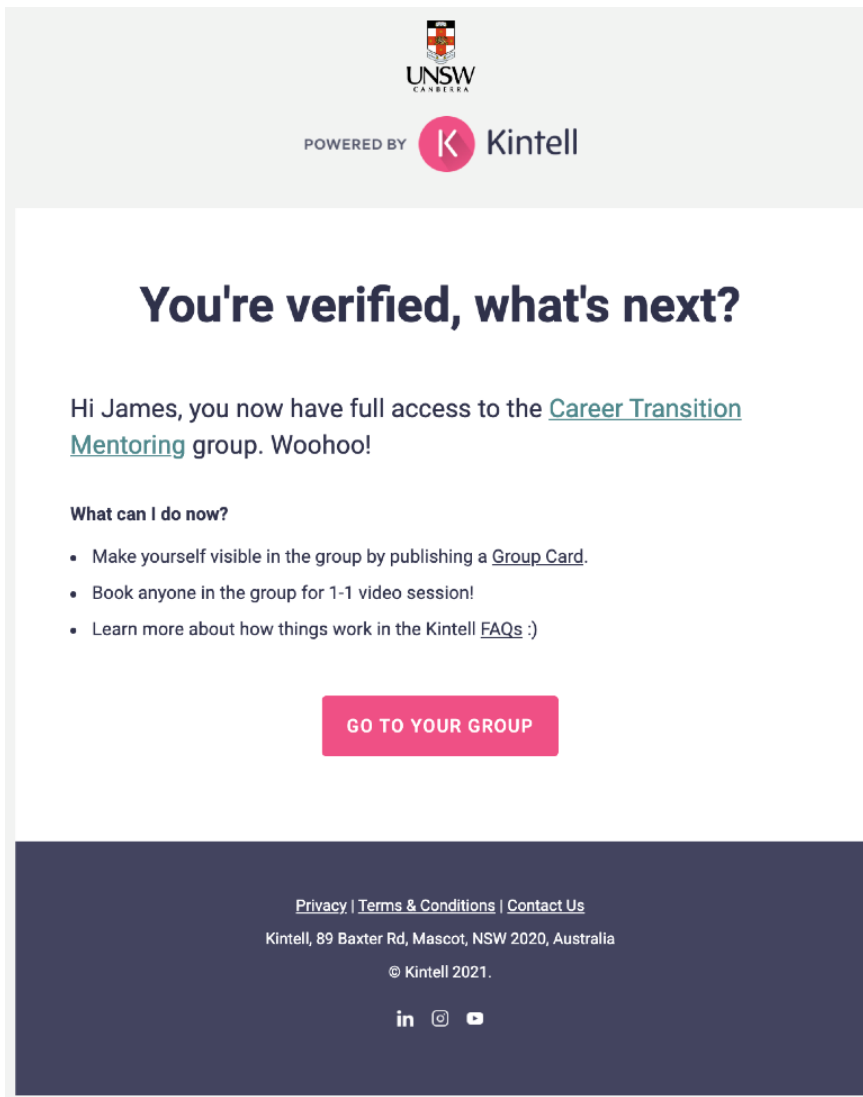
**Oops, no results**  
It looks like we don't have any exact matches for your search. Perhaps try again with a less specific search term?



Kintell will email you once the group admin verifies your details

## STEP 4. Welcome to the group

Once the admin verifies your identity, we'll notify you with the email below and give you full access to the group which means you can book advisors in the group and/or become an advisor in the group yourself :)



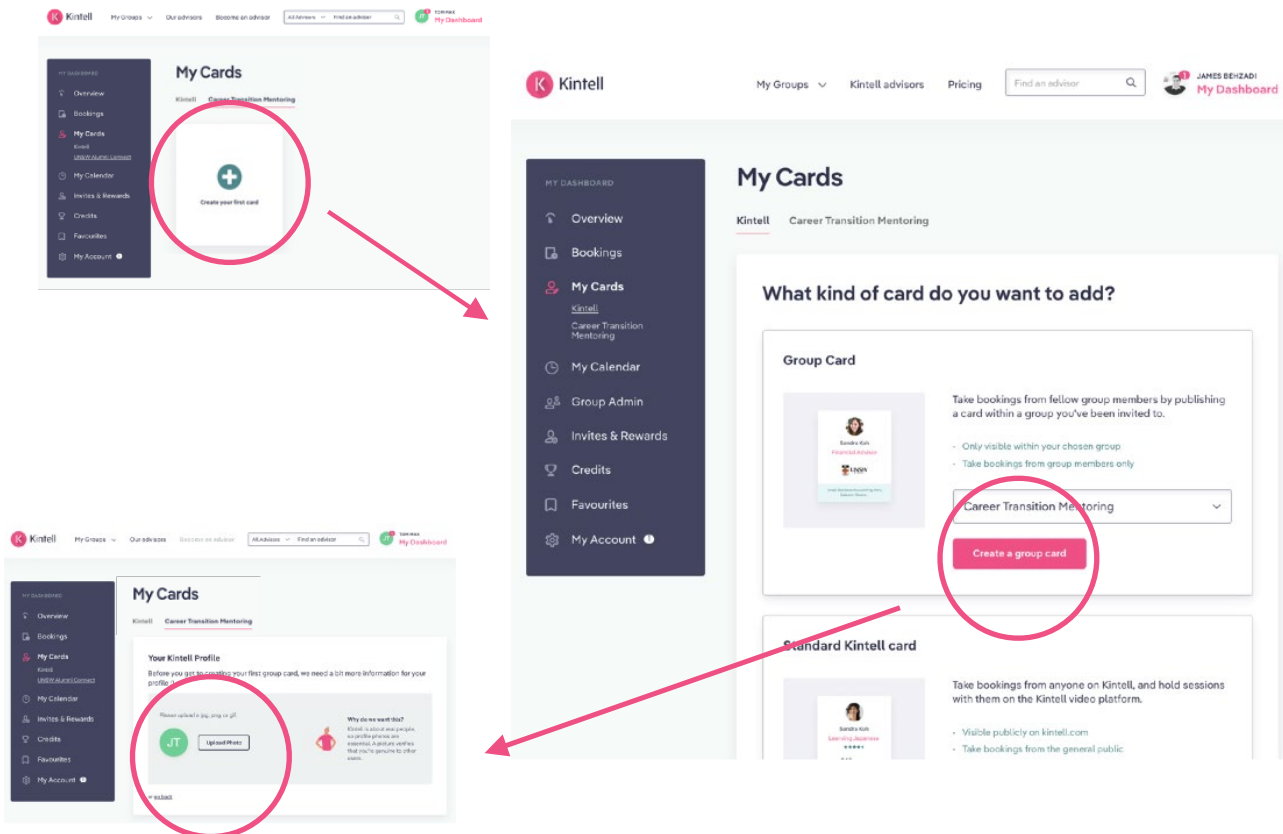
The screenshot shows an email notification from UNSW Canberra, powered by Kintell. The main heading is "You're verified, what's next?". The body of the email says "Hi James, you now have full access to the [Career Transition Mentoring](#) group. Woohoo!". Below this, it asks "What can I do now?" and lists three bullet points: "Make yourself visible in the group by publishing a [Group Card](#).", "Book anyone in the group for 1-1 video session!", and "Learn more about how things work in the Kintell [FAQs](#) :)". A prominent pink button says "GO TO YOUR GROUP". The footer contains links for "Privacy | [Terms & Conditions](#) | [Contact Us](#)", the address "Kintell, 89 Baxter Rd, Mascot, NSW 2020, Australia", the copyright notice "© Kintell 2021.", and social media icons for LinkedIn, Instagram, and YouTube.



Verified by admin? Go to step 5

## STEP 5a. Create your Group Card

To become an advisor in the CTMP group directory, create a 'group' card from 'My Cards' section of your dashboard.



If you joined using LinkedIn, we use your LinkedIn photo for your avatar (no need to upload a photo).



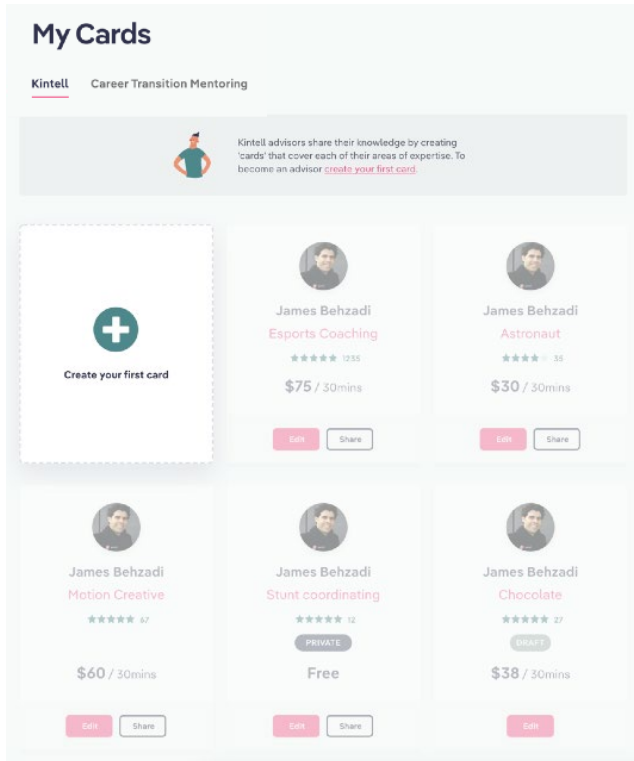
Created the card? Start drafting :)



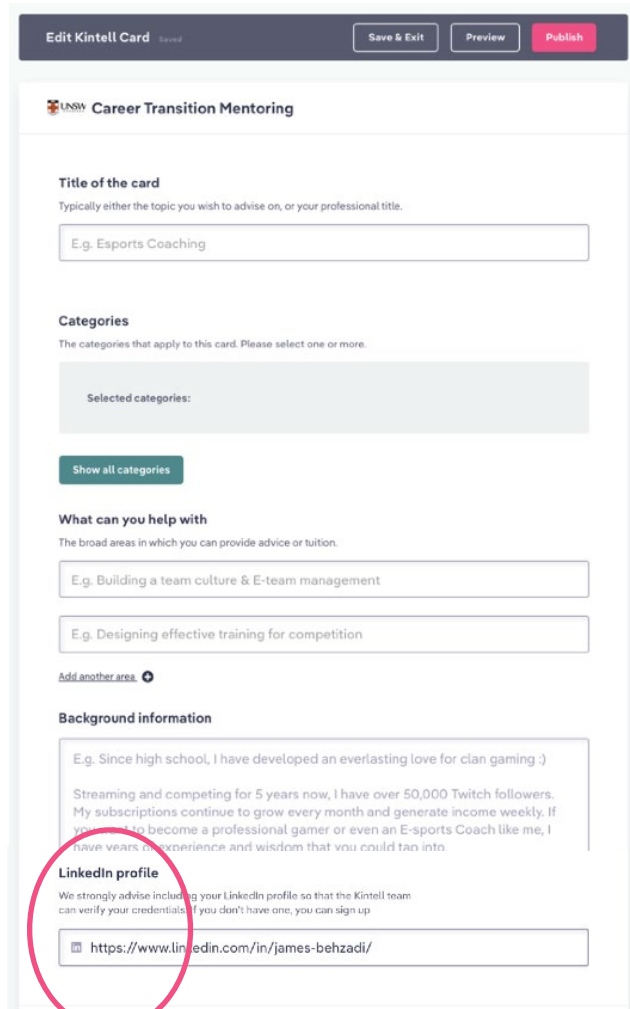
## STEP 5b. Draft your Group Card

Now you can draft your group card(s). You can draft and publish multiple cards on different topics.

Don't forget to identify yourself as a mentee in the title of your card and to use the What can you help with section to outline the areas you'd like advice or support in!



The 'My Cards' dashboard shows a grid of cards. The first card is a 'Create your first card' button. The other cards are for James Behzadi, with titles like 'Esports Coaching', 'Astronaut', 'Motion Creative', 'Stunt coordinating', and 'Chocolate'. Each card displays a rating, price, and 'Edit'/'Share' buttons.



The 'Edit Kintell Card' form includes fields for 'Title of the card', 'Categories', 'What can you help with', and 'Background information'. A red circle highlights the 'LinkedIn profile' field, which contains the URL 'https://www.linkedin.com/in/james-behzadi/'.

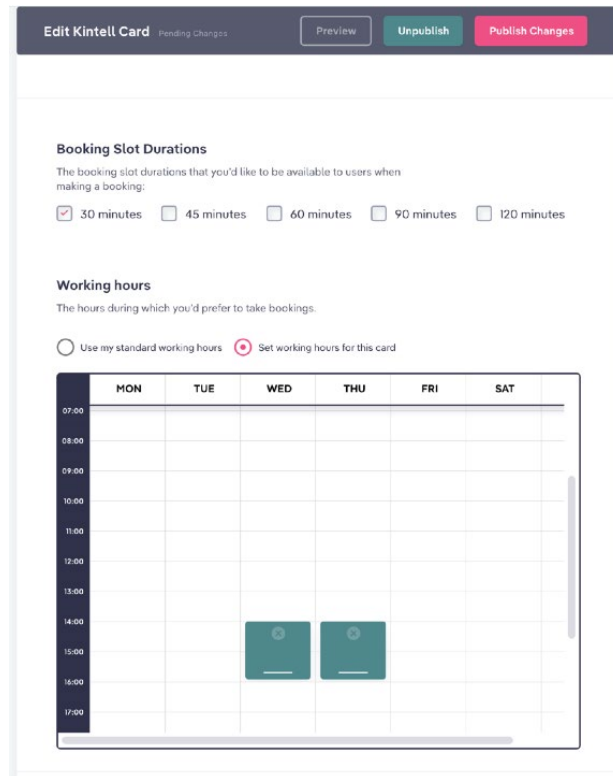
Don't forget to add your LinkedIn profile:)



Done drafting? Click 'Preview' to see how it looks!

## STEP 5c. Availability settings

Decide on the times you're available for taking bookings. You can also sync your digital calendars with Kintell. Once availability is set, the learners can book you directly OR the admin can facilitate a booking on your behalf based on your settings.



**Edit Kintell Card** Pending Changes [Preview](#) [Unpublish](#) [Publish Changes](#)

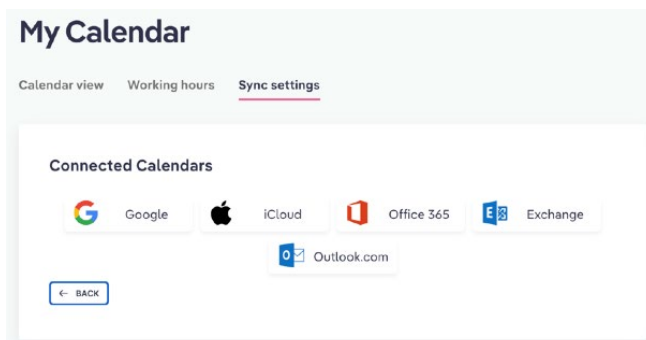
**Booking Slot Durations**  
The booking slot durations that you'd like to be available to users when making a booking:

30 minutes  45 minutes  60 minutes  90 minutes  120 minutes

**Working hours**  
The hours during which you'd prefer to take bookings.

Use my standard working hours  Set working hours for this card





	MON	TUE	WED	THU	FRI	SAT
07:00						
08:00						
09:00						
10:00						
11:00						
12:00						
13:00						
14:00						
15:00						
16:00						
17:00						




**My Calendar**

[Calendar view](#) [Working hours](#) [Sync settings](#)

**Connected Calendars**

 Google  iCloud  Office 365  Exchange

 Outlook.com

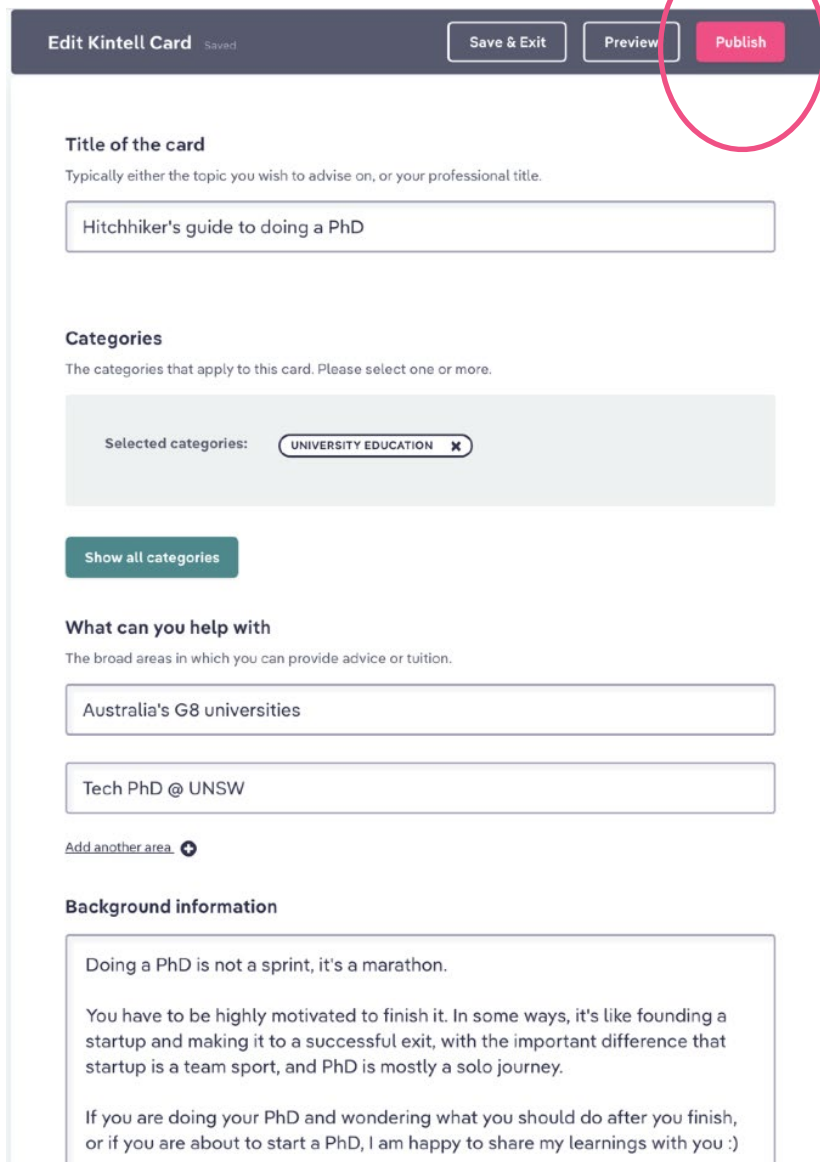
[← BACK](#)



Done drafting? Click 'Preview' to see how it looks!

## STEP 6. Publish your Group Card

Happy with everything? Press 'Publish' and your card will go to the Kintell team for review. You will be notified shortly by email once the card is published.



**Edit Kintell Card** Saved

[Save & Exit](#) [Preview](#) [Publish](#)

**Title of the card**  
Typically either the topic you wish to advise on, or your professional title.

Hitchhiker's guide to doing a PhD

**Categories**  
The categories that apply to this card. Please select one or more.

Selected categories: UNIVERSITY EDUCATION ✕

[Show all categories](#)

**What can you help with**  
The broad areas in which you can provide advice or tuition.

Australia's G8 universities

Tech PhD @ UNSW

[Add another area](#) ➕

**Background information**

Doing a PhD is not a sprint, it's a marathon.

You have to be highly motivated to finish it. In some ways, it's like founding a startup and making it to a successful exit, with the important difference that startup is a team sport, and PhD is mostly a solo journey.

If you are doing your PhD and wondering what you should do after you finish, or if you are about to start a PhD, I am happy to share my learnings with you :)



**Welcome to Career Transition Mentoring!**