



UNSW
CANBERRA

Kintell Mentor 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 Kintell advisors (mentors).

How do I become an advisor in the group?

To become an advisor in the Career Transition Mentoring Group, all you need to do is [sign up to the group](#) and create your card.

Who can join as an advisor?

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 has something to teach or provide advice on can sign up to the group as an advisor. We are encouraging all alumni who join the group to create a card and become an advisor as we believe that everyone has something valuable to share. However, we will ask those alumni who are joining the group with the intention of receiving mentorship during their transition to identify themselves as mentees on their cards.

How do I join the Career Transition Mentoring Kintell Group as a mentor?

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



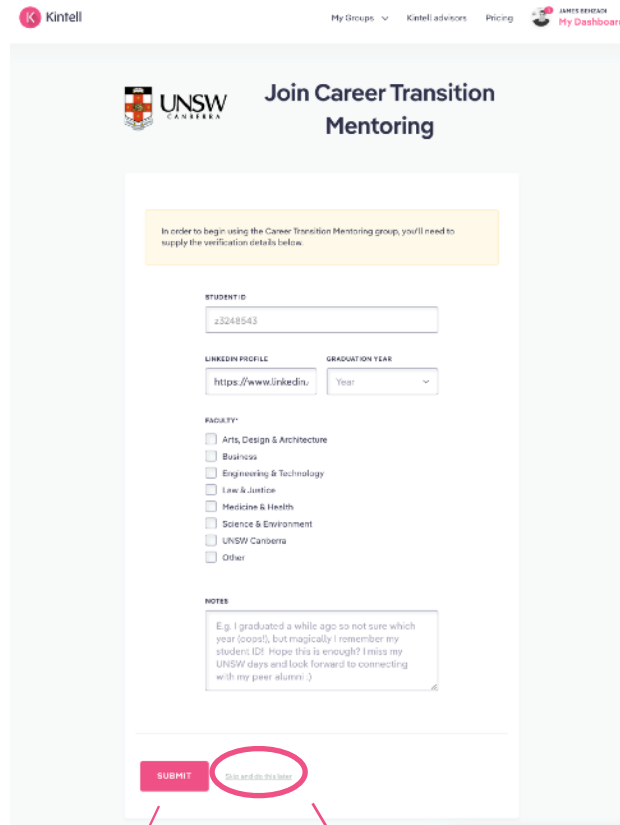
By clicking 'Submit' you confirm that you have read and agree to our [privacy policy](#) and [terms and conditions](#).



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.



UNSW CANBERRA 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

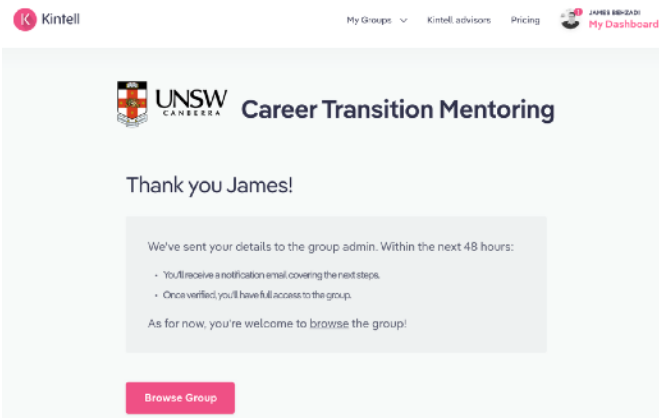
LINKEDIN PROFILE: GRADUATION YEAR:

FACULTY*

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

NOTES
Eg. I graduated a while ago so not sure which year I could, 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 [Skip and do this later](#)



UNSW CANBERRA Career Transition Mentoring

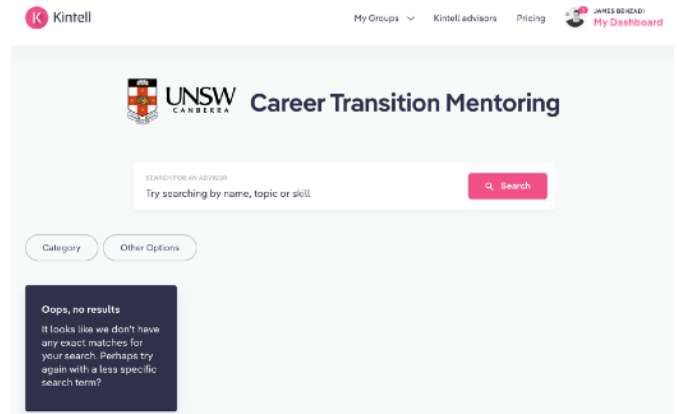
Thank you James!

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

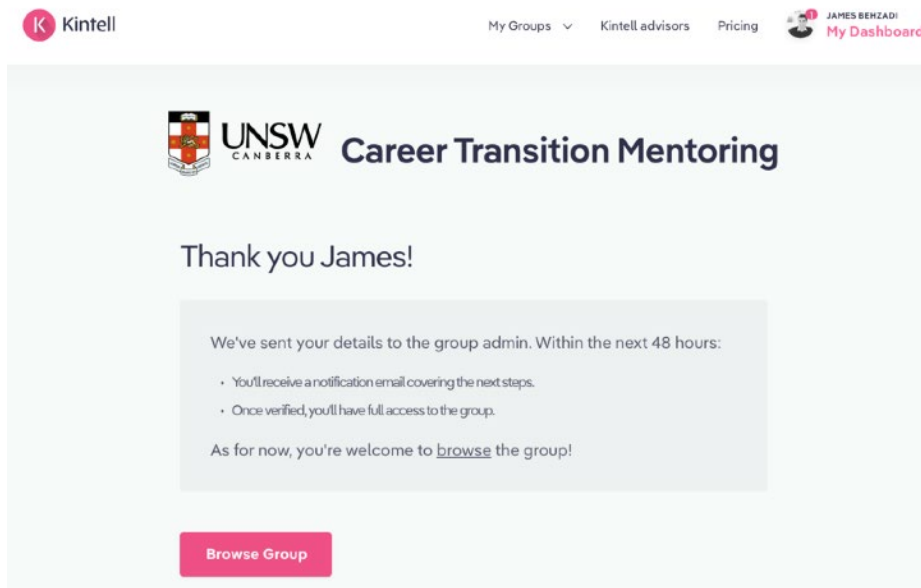
Oops, no results
It looks like we don't have any exact matches for your search. Perhaps try again with a less specific search term?




Submitted the verification details? Go to step 3

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

 **Career Transition Mentoring**

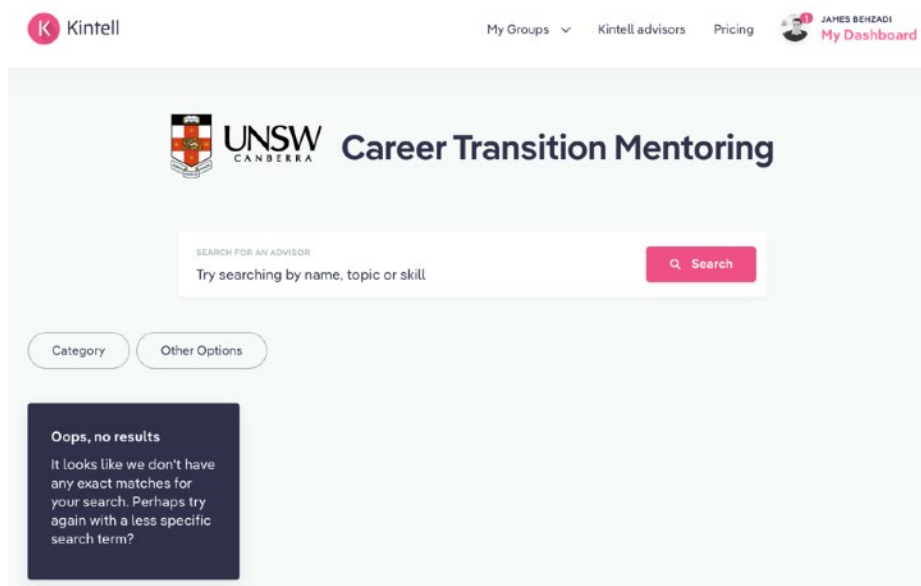
Thank you James!

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

 **Career Transition Mentoring**

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

Category Other Options

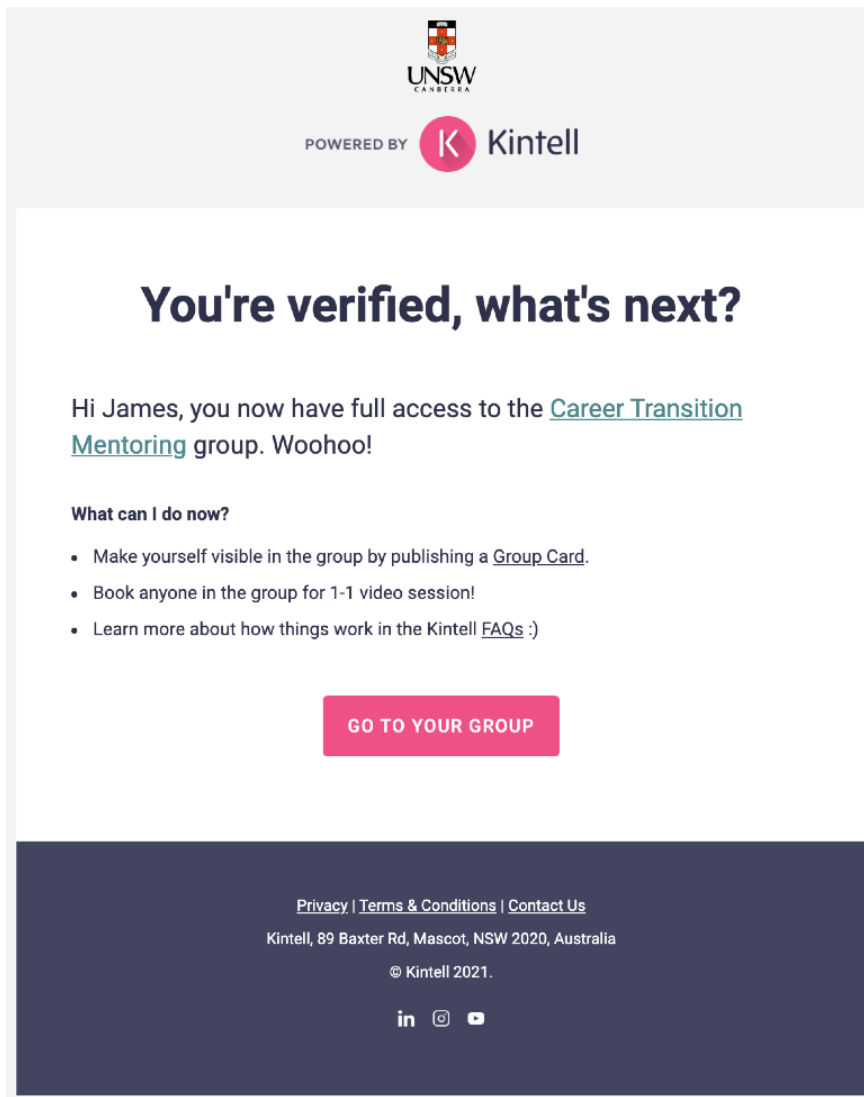
Oops, no results
It looks like we don't have any exact matches for your search. Perhaps try again with a less specific search term?



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 :)



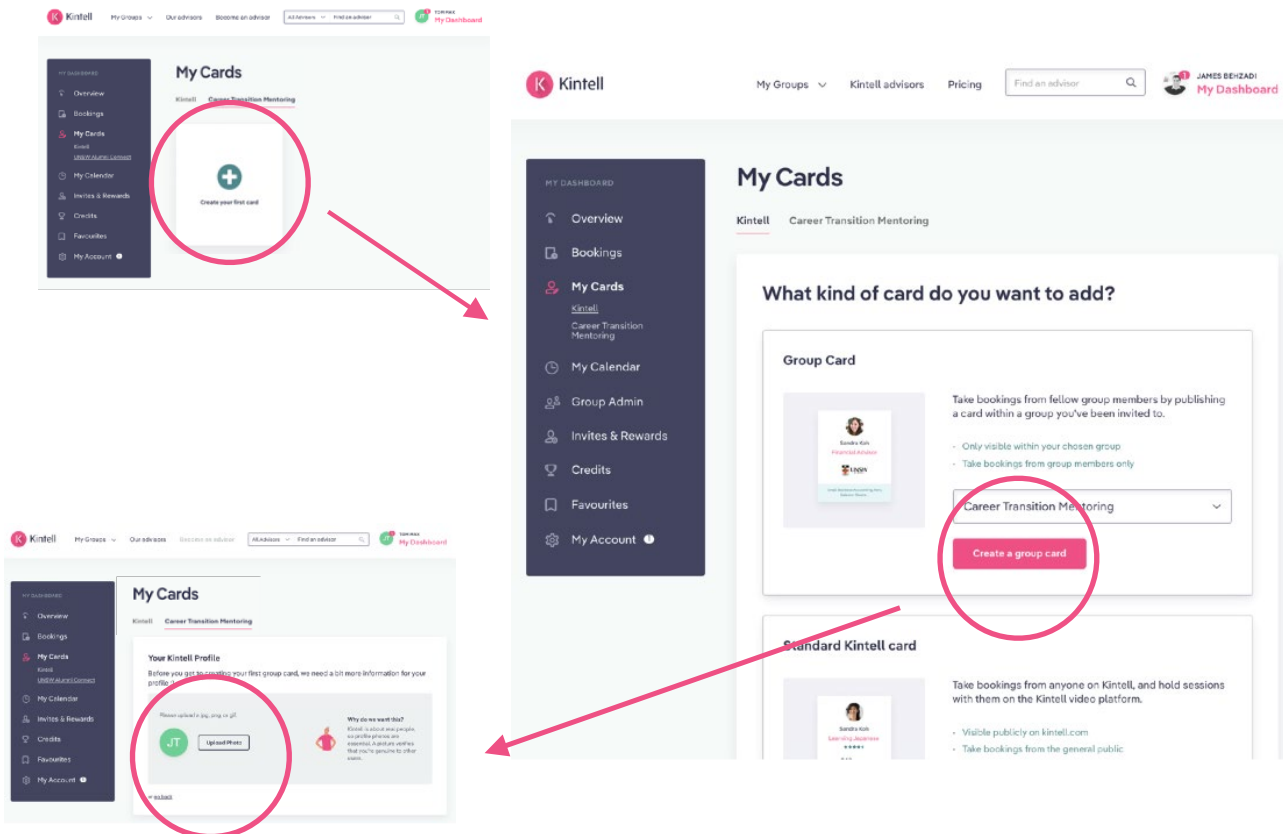
The screenshot shows an email notification from UNSW Canberra, powered by Kintell. The main heading is "You're verified, what's next?". The body of the email says "Hi James, you now have full access to the [Career Transition Mentoring](#) group. Woohoo!". Below this, it asks "What can I do now?" and 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](#) :)". At the bottom of the email content is a pink button that says "GO TO YOUR GROUP". The footer of the email includes 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 Career Transition Mentoring group, create a 'group' card from 'My Cards' section of your dashboard.



The image shows three sequential screenshots from the Kintell dashboard illustrating the steps to create a group card:

- Step 1:** The 'My Cards' section of the dashboard. A red circle highlights the 'Create your first card' button.
- Step 2:** The 'What kind of card do you want to add?' dialog. A red circle highlights the 'Create a group card' button.
- Step 3:** The 'Your Kintell Profile' page. A red circle highlights the 'Upload Photo' button.

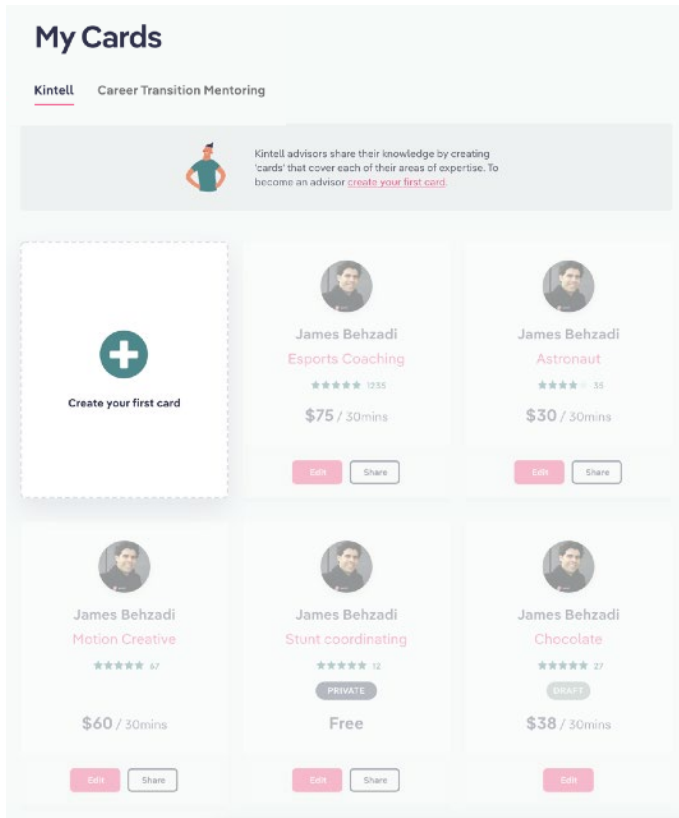
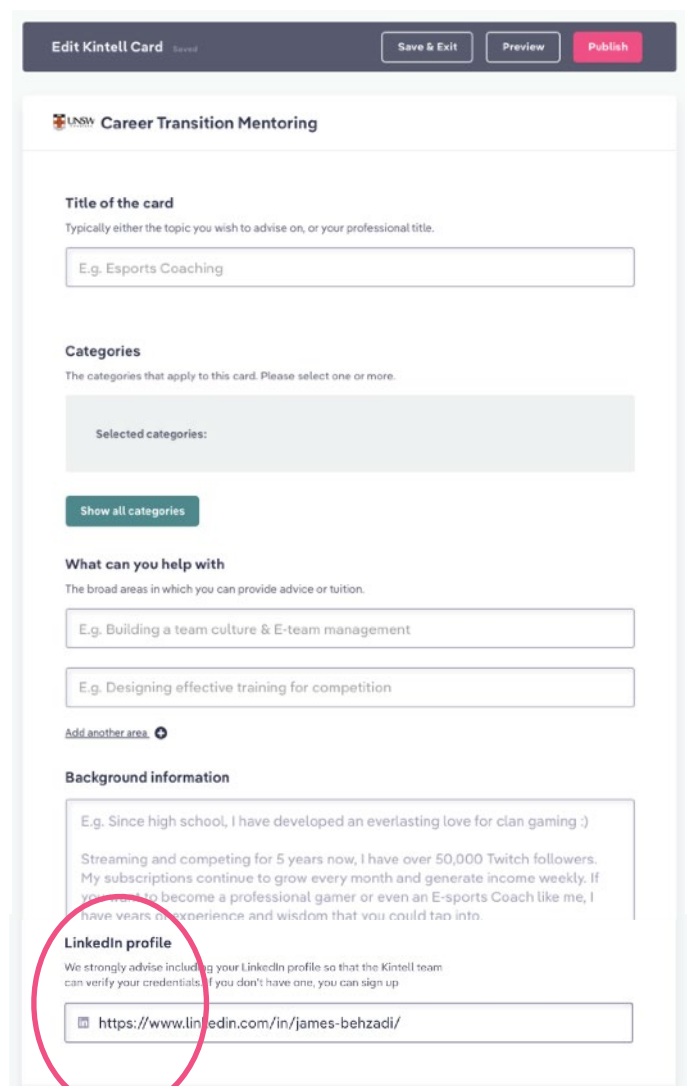
If you joined using LinkedIn, we use your LinkedIn photo for your avatar (no need to upload a photo).



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.

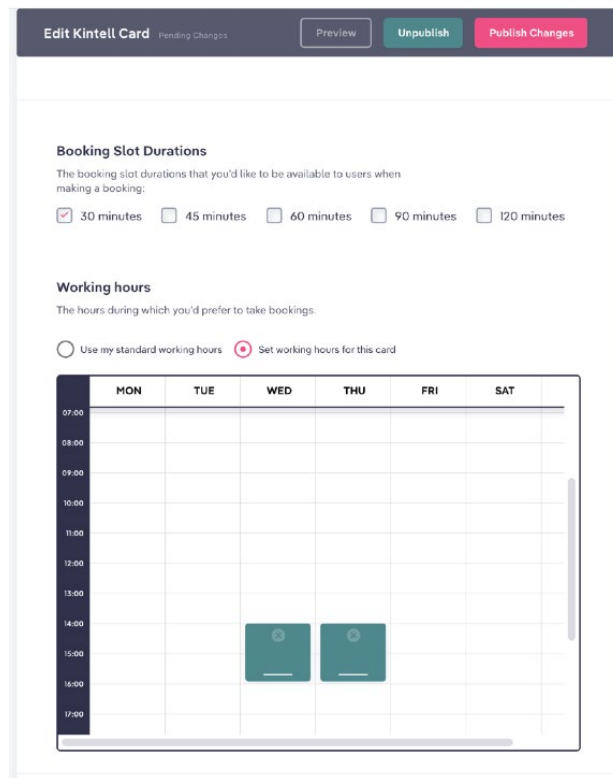
Don't forget to add your LinkedIn profile:)



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

STEP 5c. Availability settings

Decide on the times you're available to take 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

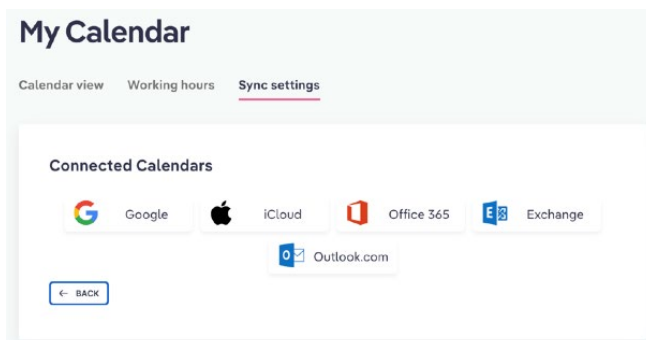
Booking Slot Durations
The booking slot durations that you'd like to be available to users when making a booking:

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

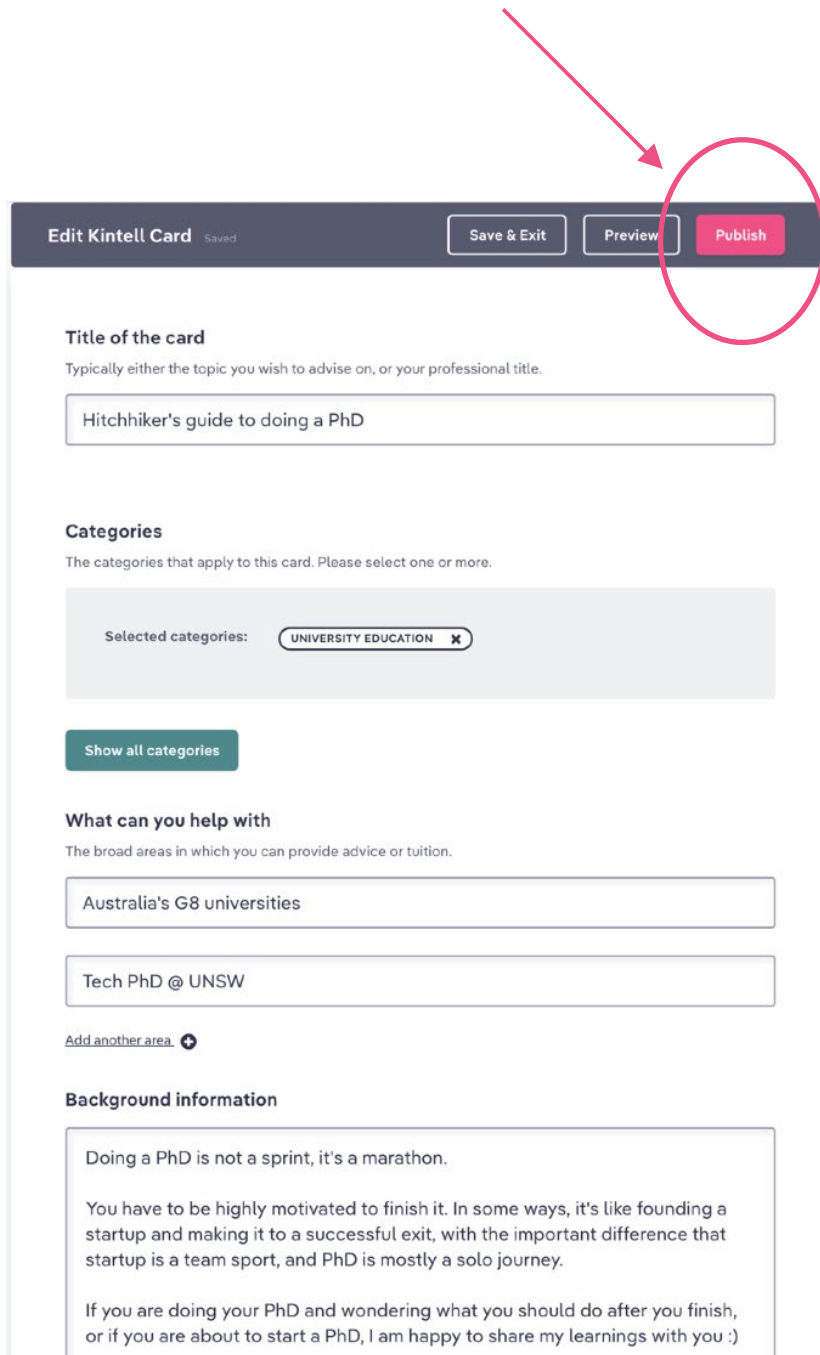
← BACK



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!