### I Emails for recruiting mentors and mentees

### I.1

### Target group: potential mentors and mentees; young researchers

**Dear [INSTITUTION] community,**

With this email we want to kick off our mentoring program for women within [INSTITUTION].

You will have the chance to participate as mentor, mentee, or both and define topics you are interested in and feel familiar with. To get the matching of mentoring partners done, we kindly ask you to send back your favourite topics (see the attached form).

Please have a look at the attached hand-out for more information on the mentoring programme. In case you have questions or are unsure if you would like to participate, please take the chance to talk to [PERSON1] and [PERSON2].

The mentoring program in [INSTITUTION] is designed to counsel and support young researchers in particular at the transitional points of their scientific careers, and to improve diversity and work-family balance in [INSTITUTION]. It is dedicated to establishing relationships that are based on an agreement among partners. As mentors, individuals share their knowledge, skills and information with the aim to foster the personal and professional growth of the mentee. Through continuous and dynamic feedback, both the mentor and the mentee benefit from this partnership.

Last year we have made the first workshop distinguishing mentoring from training and coaching and discussing how to live the mentoring partnership for a term. We plan to offer similar workshops also in the future. Therefore, please feel free to let us know if you are interested in a half day online workshop about mentoring.

It will be our pleasure receiving your answers until [DATE] to match the mentoring partnerships and making the programme starting in the coming semester.

Best regards,

[PERSON1] and [PERSON2]

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### I.2

### Target group: potential mentors; students and young researchers

Dear student, dear researcher,

How many female mathematicians can you list? And how many male mathematicians? We’d that bet you’d take much longer to list the women in math, and that you could think of way more men.

Did you ever wonder why there are much less female than male mathematicians, even though in your first year you were sitting in math classes with approximately as many women as men?

The phenomenon that the percentage of women decreases from career level to career level is called the “leaky pipeline“.

We don’t just want to take this phenomenon as a given, but actively support women in their scientific careers. This is why we initiated the mentoring program. Every mentee is matched with a mentor, who can help her, guide her, be her role model, and offer her professional support.

Now it’s up to you to take action! Become a mentor and support a student or young researcher who is less advanced than you in her studies or career. You don’t need to be a mathematical genius, you don’t have to know an answer to every question, and you don’t need to be perfect. If you’re open minded and if you want to make a difference for your mentee (and yourself!), you’re perfect for the mentoring program.

For more information and to register, check out this link:

 [LINK]

If you have any questions, don’t hesitate to contact

 [CONTACT]

We and your future mentee are looking forward to meeting you!

Best wishes,

your Mentoring Team

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### II Emails matching mentors and mentees

### I.1

## Target group: mentors

Dear [MENTOR],

We are happy that you chose to be a mentor in our mentoring program! We matched with your mentee(s) [Person1, ...PersonN].

We recommend you meet your mentee(s) about once a month; be it for lunch, over a coffee, or going for a walk… do what you like best!

We hope that you enjoy the mentoring and that you gain valuable experiences. We are looking forward to your feedback at the end of the semester.

Best wishes,

your Mentoring Team

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### I.1

## Target group: mentees

Dear [MENTEE],

We are happy that you chose to be a mentee in our mentoring program! We matched with your mentor [PERSON]. Other mentees in your mentoring group are [MENTEE2, MENTEE3].

We recommend you meet your mentor about once a month; be it for lunch, over a coffee, or going for a walk…do what you like best!

We hope that you enjoy the mentoring and that you gain valuable experiences. We are looking forward to your feedback at the end of the semester.

Best wishes,

your Mentoring Team

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