

Mentor Network: A Peek into Potential Professions

The *Purchase College Career Development Center*, in partnership with the *Purchase College Alumni Relations Department*, has created a program to help our students explore careers by connecting them with alumni and other professionals in a variety of fields. Students get a “peek” at an industry or profession, through the eyes of an experienced practitioner, while gaining valuable insight into the “real” world. Mentor participants are rewarded in knowing they have helped students make thoughtful and educated career choices.

Mentoring Options

Mentor Network participants can choose a variety of ways to connect with Purchase College students. The amount of time mentors choose to share with students is up to the participant and can include *email /LinkedIn contact, informational interviewing, phone contacting and could lead to other in person opportunities.*

How Do I Join the Mentor Network?

The Purchase College Mentor Network is now on LinkedIn. Please note that this is a ***career exploration group only***. Mentors expect to be contacted for this purpose and not solicited for job leads.

Before You Join:

- Mentees must be a matriculated undergraduate/graduate student at Purchase College or a recent Purchase graduate (graduated within one year).
- It is recommended that you meet with a career counselor to discuss career options and areas of interest and conduct research on different career areas.

Steps to Join as a Student Mentee/a Mentor:

- Log onto your LinkedIn account. (or create a LinkedIn account)
- Type in “Purchase College” in the search box at the top, then choose *Groups* and search for the “Purchase College CDC Mentor Network” LinkedIn group. Request to join the group.
- Also, don’t forget to become a member of “Purchase College, SUNY Career Development” and “Purchase College Alumni Association” if you are an alumnus/a.
- These groups are closed groups, and will require approval. Approval process can take up to a few business days.

Guidelines for Mentees:

- Please follow the **CDC Mentor Network Guidelines** below when sending a message to Mentors. ***Professionalism is extremely important in this process.***
- This is a career exploration group only. Mentors expect to be contacted for this purpose and not solicited for job leads.
- ***Reminder:*** A thank you note should be sent to the Mentor following your discussion.
- Good luck

Want to learn more? Make an appointment to meet with a career counselor to discuss career exploration and the Mentor Network.

Mentor Network Guidelines

The Purchase College Career Development Center is happy you would like to join our Mentor Network on LinkedIn!

Now that you have been approved as a member of the mentor group, **it is essential that you read the guidelines below** to help clarify the LinkedIn etiquette necessary to make a successful and productive connection. If you have any questions, please contact the Career Development Center. **(Please Note: THIS IS A CAREER EXPLORATION GROUP ONLY. MENTORS EXPECT TO BE CONTACTED FOR THIS PURPOSE AND NOT SOLICITED FOR JOB LEADS.)**

Contacting A Mentor

- 1) Once on the Mentor Network group page, you will be able to communicate with other members of the group. Click the “**xxx members**” right below “**Purchase College CDC Mentor Network.**” Scroll through our Mentor Members and find someone you would like to connect with. Please read over their profile by clicking on his/her name. Learn about the person and their background so that you can mention something that impressed you when attempting to connect.
- 2) As a first step, it is appropriate to send a **Message**. You can find this option by putting the cursor on the person’s name on the Member list.
- 3) **Include: Subject Line:** *Purchase College Mentor Network Inquiry*
- 4) Next, type a brief message introducing yourself and explain why you would like to connect with them. Ex:

Hello Mr./Ms. _____,

I noticed your profile on the Purchase College CDC Mentor Network. I am very impressed with your background and knowledge in the field of _____. As a student pursuing a degree in _____, I am anxious to learn more about a career in _____. I would appreciate the opportunity to discuss your career experiences. Please let me know if you are available to do so. If you prefer to communicate via e-mail, and not on LinkedIn, here is my email address: xxxxxxxxxxxx@xxxxxx.xxx. I look forward to the possibility of learning more about _____. Thanks so much, in advance.

Sincerely,
Pat Mentee

A few reminders

1. Please remember, this is an opportunity for you to obtain career related information from a professional and gain a look behind the scenes of a career. This is **NOT** a time to create job offers for yourself.
2. When meeting a mentor in person, dress appropriately. Wear neat business attire. Have questions prepared, review your mentor’s profile, and do some research on the organization that the mentor works for before your meeting. Also, bring a copy of your resume, in the case that your mentor has time to review it.
3. After the conversation, whether through LinkedIn, on the phone, email, or in person, write a thank you note. It should go out within 24 hours of your appointment or after you have finished conversing online. Thank them for their time, let them know some key points you took away from the conversation, and how you plan to follow up on the suggestions made. A thank you via a LinkedIn or email message is appropriate. Find any opportunity to keep in touch with the Mentor.

Sample Questions for Your Mentor: The Informational Interview

1. What academic training is most appropriate for someone entering this field?
2. What skills are required for entering this field?
3. Is there non-academic experience I need to acquire prior to entering this field?
4. How did you get started in this field?
5. What are typical entry-level positions?
6. What are typical entry-level salaries?
7. What professional organizations are connected to this field?
8. What are some of your daily activities?
9. Does your organization offer internships to students interested in entering the field?