

Purchase College

STATE UNIVERSITY OF NEW YORK

Purchase Alumni Mentor Network

provided by The Office of Alumni Engagement & The Career Development Center

Mentor User Guide

Why Give Back?

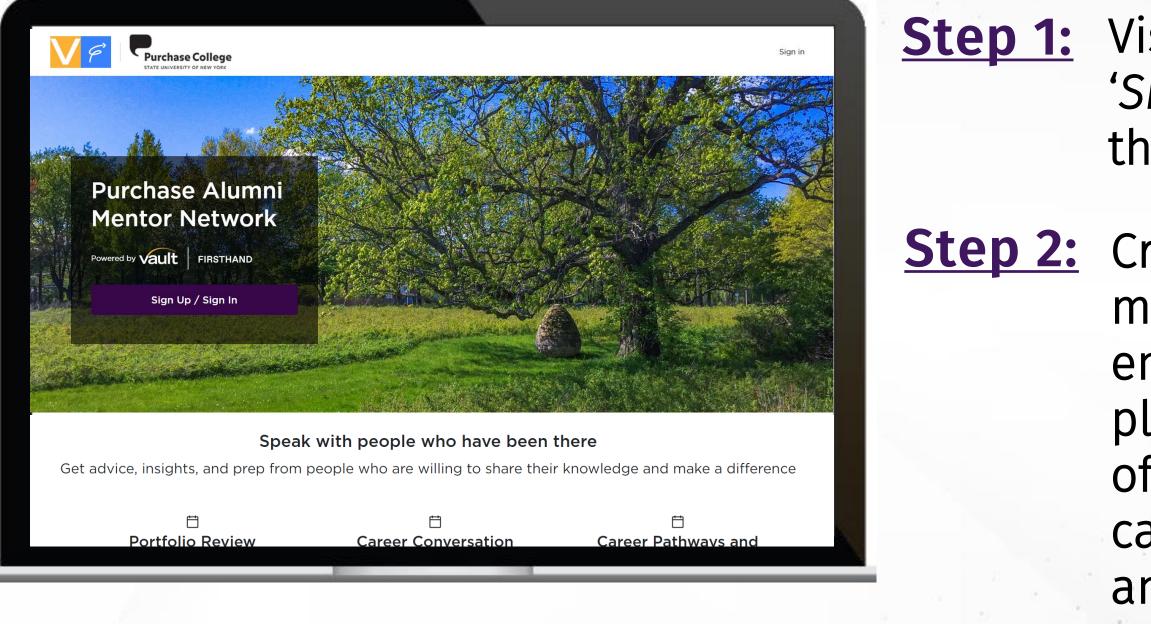
THE FUTURE LEADERS ARE ASKING FOR YOUR HELP!

- Give back in an impactful way offer your time and talent to help Purchase College students and recent alumni get their start with career exploration and the job search
- Easily, on your own time give back whenever and how often you want, on topics you know well
- With your privacy protected we don't share your contact info

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Register as a Mentor

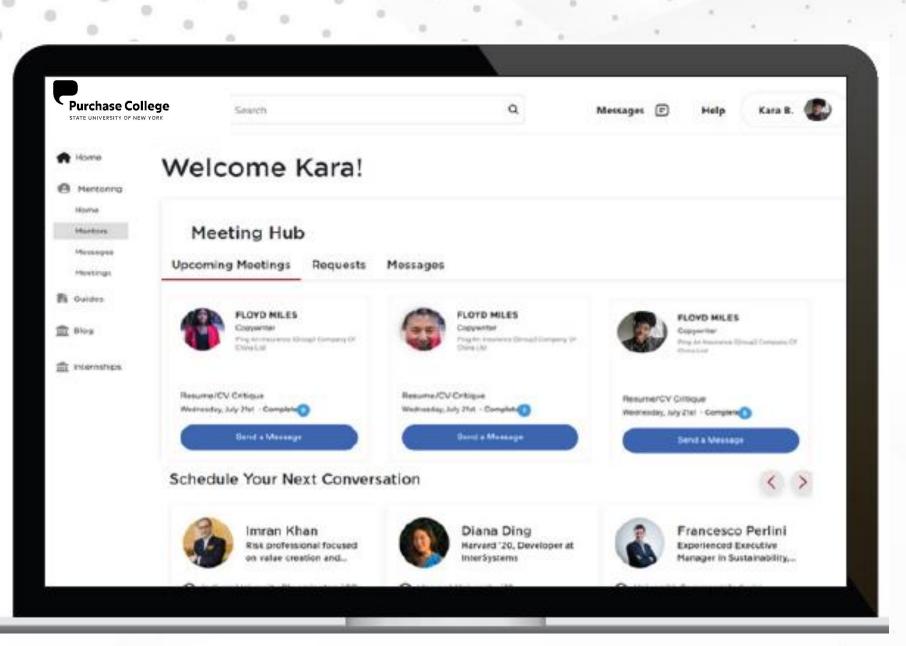


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Step 1: Visit <u>purchase.firsthand.co</u>, click 'Sign Up / Sign In' and follow the quick steps to authenticate.

<u>Step 2</u>: Create your profile within minutes by registering with your email or through our LinkedIn plug in and specifying the types of advice you'd like to offer. You can sign in at any time to view and make changes to your account

Connect with Mentees



Get Connected

- the mentee and share files.

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• When you get a consultation request, you will receive an email notification from the platform.

• Accept, decline or suggest new times to meet for the mentee to choose from. It is important to respond to the meeting

request within a day or two to avoid your account being

flagged as an unresponsive mentor in the system.

• Your consultation homepage allows you to communicate with

• When your meeting is confirmed, you will be sent a

conference link to join-your mentee will also receive similar messaging so they can join at your scheduled time.

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ou're logged into your account, you will ole to make changes to your profile, set f office hours, edit your availability and view and manage past and current consultations.

FAQ

What types of advice can I offer?

You are welcome to provide any career-related advice that you think is relevant to your mentee. Whether they are interviewing for a job or internship or learning about a specific industry, mentees want your unique perspective. Mentees are responsible for outlining what type of information they are seeking. Feel free to ask your mentee for additional clarification in advance of the conversation.

Will the mentee be able to see my phone number or email?

No, your phone number and email address are never shared with the mentee as all communication is routed through your consultation homepage.

Where on my profile can I outline how I can be most helpful to mentees?

We recommend filling out your headline and 'About Me' section to give mentees a better idea of what you can offer. Generally, the more details the better.

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Tips for a Successful Meeting

Meeting Requests:

You will receive an email that will have some suggested meeting times and will also include details about the type of advice the mentee is looking for (e.g., informational interview for internship). Once you accept the meeting request for a specific time, you will receive a calendar invitation.

Preparing for Your Meeting:

We recommend you prepare as you would for any professional meeting. You can contact your student in advance of the meeting through the consultation homepage (accessible on your mentor profile) if you have specific questions on what they would like to cover (e.g., types of investment banking interviews they want to focus on) or if you want them to forward additional files to your attention. All information will be shared through this consultation page and we will notify you by email if the student contacts you.



Give Back Today!

You can reach out to <u>alumni@purchase.edu</u> and <u>support@firsthand.co</u> for any questions or concerns.

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