

# CAREER MENTOR GUIDELINES

## What is the Career Mentor Network?

The Career Mentor Network consists of alumni and friends of the University, in many different professions, who volunteer to provide information and advice regarding their careers.

## Who can use the Career Mentor Network?

- University of Hartford undergraduate and graduate students, as well as alumni
- University of Hartford faculty and staff

## How does your participation in the Network help others?

The Career Mentor assists students or other alumni by:

- giving advice regarding course work, educational requirements, and development of skills for success in their specific field.
- providing information about the “nuts and bolts” of a profession as well as trends in the industry.
- sharing the most effective volunteer, internship and / or job search strategies.
- helping to establish networking opportunities with others in that particular field.

## What is an Informational Interview?

Informational Interviews are a widely accepted method of acquiring information about occupational areas of interest, job search methods, and potential employers. These interviews can help students / alumni clarify their goals for future employment and assist them in defining their career options.

## How are Informational Interviews arranged?

Students or alumni contact the Mentor, through CareerBridge, to request an interview. As the Mentor, you may speak with the student / alumnus **in the medium of your choice (in person, by telephone, or via e-mail)** about your profession. The interview lasts as long as you wish. (Usually about 30 minutes.)

## Potential questions you, as the Mentor, may be asked:

1. What do you like / dislike about your job?
2. How did you get into this field? Can you describe your career path?
3. What do you find the most rewarding about this career?
4. What is the work environment like regarding overtime, hours of work, vacation, office attire?
5. What is the path of career advancement in this field?
6. What is the salary range depending upon the experience of the individual in this field?
7. Please describe a “typical” day and / or work week.
8. How is the economy affecting this industry?
9. Are people in this field very mobile? Do they change jobs or locations frequently?
10. What skills/abilities are most important to succeed in this job?
11. Can you refer me to any other contacts in this industry? May I have your permission to mention your name when I contact the person?

**As a Career Mentor you are NOT expected to act as an employment representative, but only to share pertinent and valuable information regarding your career. If you know of any internships or jobs at your company, and wish to share the information, that is a plus, but not an expectation.**

## Additional ways to become involved in the Mentoring Network:

- Job Shadowing – allowing a student to go to your work environment for a portion of the day.
- Be a speaker or presenter for a class, club meeting or event.
- Participate in on-campus career fairs or recruiting events.
- Facilitate internship and/or job referrals at your place of work.

**Thank you for sharing your valuable time and expertise!**

**If you have any questions, please call Linda Schultz in Career Services at 860.768.4169**