

CONTACTING ALUMNI CAREER MENTORS

URI Career Services ♦ 228 Roosevelt Hall ♦ Kingston, RI 02881 ♦ (401) 874-2311 ♦ <http://career.uri.edu>

Contacting URI Alumni Career Mentors

Current URI students and job seeking URI alumni have the opportunity to search the Career Services/Alumni Relations database for Alumni Career Mentors to assist them.

What is a career mentor?

Wouldn't it be great to see into the future? That is what the URI Career Mentor Network helps you do--**contact and learn** from alumni who have been "out there" and offer you the benefit of their experience in the workplace. Contacts may be email, phone or in person and depend on the expectations set up by the mentor.

A Career Mentor is an individual who has **volunteered** to assist a current student or recent alum by providing the benefit of insight and experience. Individuals, most of whom are URI alumni, who have registered as potential mentors have been out in the real world and are enthusiastic about providing you with guidance concerning your career. **Most** of the mentors on the system are URI alumni; however, there may be other individuals who are "Friends of URI". These would include professors, parents, employers, and administrators.

Guidelines

Mentors can be asked for the following:

- Advice about academics or general job searching
- Information about the field that the mentor represents
- Referral to additional people and/or resources
- Guidance and advice

Although many mentors are employers, *it is inappropriate to ask mentors for a job or interview.*

Example: Anna S. is a senior graduating in Marketing. She has completed several internships, one at a large Financial Services company and one at a small publishing house. Anna is not sure whether to target smaller companies for her job search, or even what industry to target. She wants to talk to someone in Marketing who has been out in the workforce a few years and can help her make some important decisions.

Jane Y is a URI alum, Class of 1998, who is the co-owner of a small local marketing firm. She would be a great mentor for Anna and can be contacted on the Alumni Career Mentor Network. Some of the questions Anna S. could ask include the following:

- How did you get your first job, and what pointers did you get from it?
- What does a typical workweek look like for you?
- How did you choose the type of company and industry?
- What are your thoughts about working for a small vs. a large company?
- What skills do you need for your industry?

- Do you think the industry is growing? What opportunities are available?
- What is the best thing about the work you do? What is the most difficult part?
- Did you get a job in your major? How does your work relate to your major?
- Would you recommend any types of courses I should take?
- What advice would you give for someone like me?

How to use the URI Alumni Career Mentor Network

To successfully use the system, **we recommend that current students meet with a career advisor** who can go over your goals and interests and help you identify the most appropriate mentor in the database.

How to: **Make an appointment online** through your RhodyNet account to meet with a career advisor.

Mentors register themselves on the **RHODYNET** system after receiving information from the Alumni Relations office, Career Services and the URI website. They indicate how they want to be contacted (by phone, email, etc.). Most prefer an initial contact by email.

When emailing a potential mentor, it is recommended that your **subject line** include the words: University of Rhode Island Alumni Career Mentor Request.

When calling, explain that you got the name of the person from the URI Alumni Career Mentor System. Be considerate and use good phone etiquette. Phone during normal business hours and if both business and home phone are provided, always use the business phone number. Leave a detailed and clear message with your name, phone number, year in school, and major if you do not reach the mentor the first time out.

Follow-up: Make sure you send a thank you email or note after receiving assistance from a mentor. Let Career Services know that the mentor has been helpful so we can follow up with them.

Contact Career Services at career@etal.uri.edu immediately if:

Your email that you sent to a mentor is returned due to error (bad email address), the phone number(s) is out of order, or the person is no longer with the company listed.

How to: To search the URI Alumni Career Mentor database follow these steps:

1. *Register on **RHODYNET**. If already registered, access your account.
2. Click on the tab "Mentor Search."
3. Click on the **[Search]** button to proceed.

*** To register: First time users of **RHODYNET****

- Navigate to <http://career.uri.edu>.
- Click on the top of the oval **RHODYNET** button ("Students").
- Enter your Student ID# as your User Name
- Enter *rams* as the Password
- Complete all required fields (marked with an asterisk *)
- Create and remember a unique username and password for future **RHODYNET** access.

[Link to Alumni Relations](#)

[Link to Career Services](#)