



BVG L!NK Alumni Mentorship Network Mentee User Guide



Get on demand career help from Bayview Glen alumni

Access personal career coaching from alumni who've worked at top companies across different industries.



**CAREER
CONVERSATIONS**



**RESUME
CRITIQUES**



**MOCK
INTERVIEWS**

Log on to BVG L!NK Alumni Mentorship Network



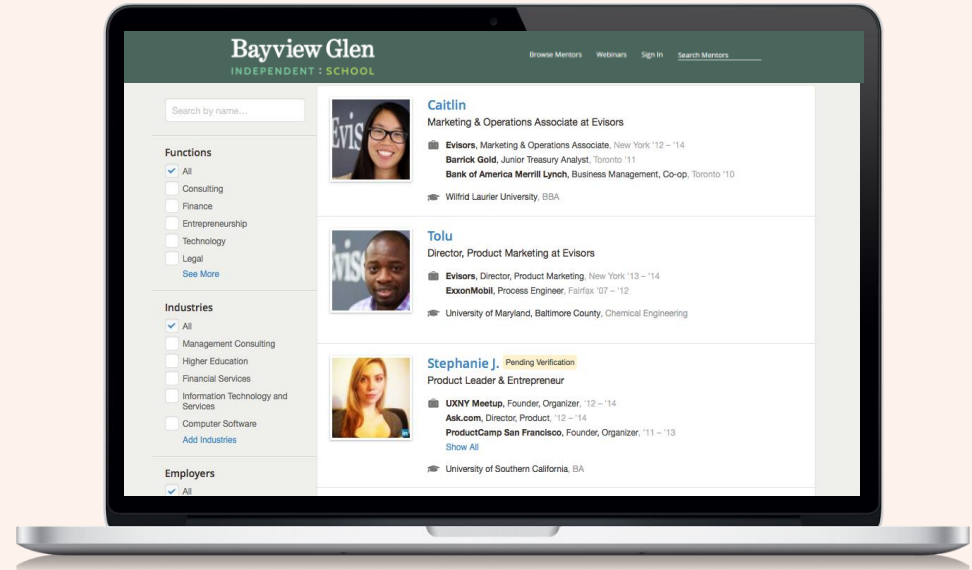
- Visit bvglink.firsthand.co, click 'Find Your Mentor' and register with your email, Facebook, or LinkedIn
- Enter your contact information and select your career goals (top 3 functions, industries, companies, and locations you're interested in working in) to complete your profile



Search and select the right mentor



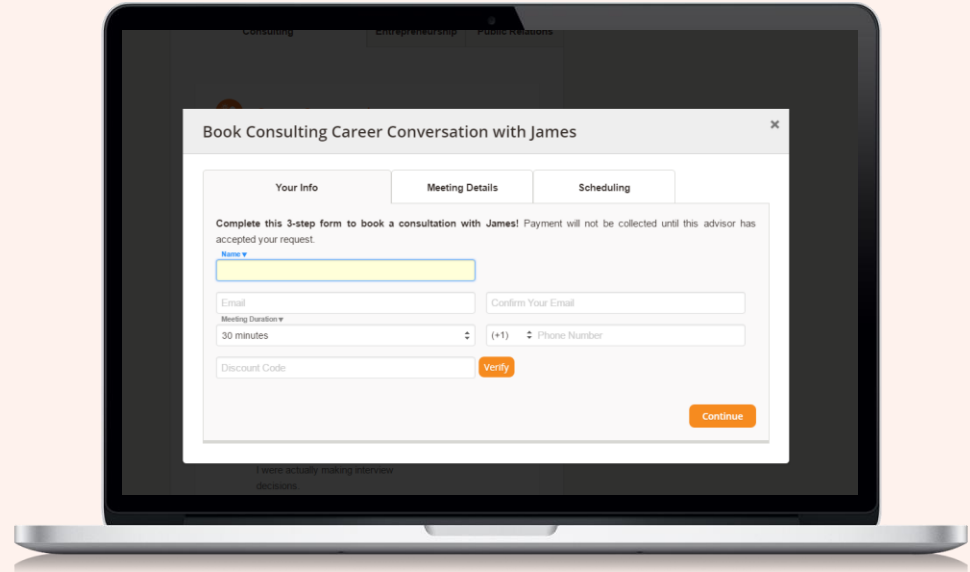
- Browse alumni profiles to find someone you're interested in talking to
- Filter mentors by function, industry, employer, type of consultation, location and/or language
- Once you've found a mentor, click on their profile to learn more about them and book a consultation





Book your consultation

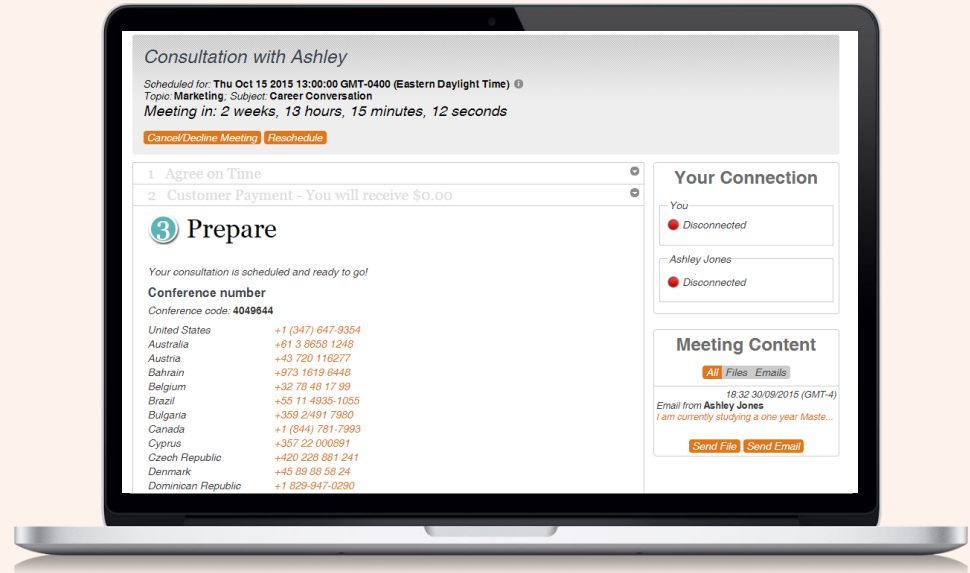
- Click “**Book Now**” under the type of consultation you want (career chat, resume critique, or mock interview)
- Fill out your information, outline what you’d like to get out of the consultation, and suggest meeting times
- Submit your request and wait for the mentor to accept one of your suggested times



Connect with your mentor



- Your consultation homepage allows you to email your mentor and upload files in preparation for your session
- Dial in to the conference line provided to connect with your mentor at the scheduled time
- Provide feedback on your consultation once complete



FAQ



- **How do I know if the mentor I select is right for me?**

Before requesting a meeting, mentees can review the mentor's profile online, including any available feedback from other mentees. You can also view a mentor's current title, work experience, academic background and, when available, general schedule.

- **Will the mentor be able to see my phone number or email address?**

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

Tips for a successful consultation



- **Before your consultation:**
 - Write an introductory message and upload any documentation that will be relevant to your call (e.g. resume, cover letter, job description, etc.)
 - Respect the mentor's time commitment by planning and preparing topics of discussion. Prepare specific, intelligent, and productive questions that can guide your discussion.
- **During your consultation:**
 - Be prepared to briefly introduce yourself professionally.
 - Prior to your session think about your purpose for talking with a particular mentor. Would you like to learn more about the industry, the company, the career path, etc.?
 - Remember to keep the conversation professional. Do not ask personal questions or ask a mentor directly for job placement or internship assistance.
 - Strive to be a receptive and active listener
- **After your consultation:**
 - Show appreciation for the time and assistance given by the mentor by sending a follow up thank-you message. Note that unless the mentor provides his/her contact information during the call, you must do this within 24 hours of the consultation, while your consultation homepage is still active



Ready to build a network of
successful alumni?

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