



Mentoring



COLLEGE *of* BUSINESS
at ILLINOIS



Business Alumni Mentors Program

Orientation



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Welcome to the Business Alumni Mentors Program

Program Goal:

Create a College-wide mentoring program that connects students with alumni in one-on-one, student driven relationships in order for students to benefit from the experiences of Business at ILLINOIS alumni.

If you are only seeking to gather business cards, find out if a company is hiring, distribute a resume, or get a job/internship, please contact Business Career Services for a better avenue. This program is not for that purpose.



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Expectations

Alumni (Mentor)

- Listen to the needs and expectations of your mentee
- Communicate in a timely fashion
- Remain professional
- Offer advice on matters of professional development, career search and other
- Be committed to serve as a resource to your mentee
- Follow up on commitments made to your mentee
- **E-mail BusinessMentors@illinois.edu if there is a concern with the relationship**

Student (Mentee)

- Discuss your needs and expectations with your mentor
- Maintain regular communication with your mentor
- Communicate your goals and how your mentor can help you achieve them
- Take ownership of the relationship
- Be receptive to suggestions and feedback
- Realize that having a mentor is a privilege work hard to benefit from the opportunity
- Remain professional at all times
- **E-mail BusinessMentors@illinois.edu if there is a concern with the relationship**

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Registration

- At the end of this orientation you will be directed to the Mentoring Program Website.
- **Students:** click on the **student** link.
- **Alumni:** if you have not filled out a profile yet you are considered a **new mentor**.
- **Alumni:** once you have a profile saved you will log-in as a **current mentor**. You can update your profile, check for invitations, and check for announcements and events on the homepage.

A screenshot of a Microsoft Internet Explorer browser window displaying the 'Business Alumni Mentors' website. The browser's address bar shows the URL 'https://busdbwebdev.business.uiuc.edu/mentoring/Home_Selection.aspx'. The website header includes the 'Mentoring' logo and the 'COLLEGE of BUSINESS UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN' logo. Below the header, the page title is 'Mentoring > Select Module'. The main content area is titled 'Mentoring Module Selection' and contains the instruction 'Please select your desired mentoring module:'. There are four options listed: 'Students: Edit your profile, select a mentor, etc.', 'New Mentors: Create a mentoring profile', 'Current Mentors: Edit your profile, select your mentees, etc.', and 'Administrators: Manage students and mentors'. The footer of the page contains the copyright notice: 'Copyright © 2008 by Office for Information Management, College of Business, and the Board of Trustees of the University of Illinois'. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 9:10 AM.

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Creating Your Profile

- **Contact information** – provide your current information and the e-mail address at which you are most accessible.
- **Personal statement** – tell potential mentors/mentees a bit about yourself.
- **Mentor preferences (students only)** – Identify your preferences for your mentor including experience in particular industries/disciplines, degree level obtained, and number of years out of school. If you Choose “no preference” in any category, it will not be weighted when your matches are identified.
- **Save and submit** – When you have completed your profile make sure you save and submit it.

This information will not be shared with students until you have agreed to be matched with them as their mentor.

* Required field, at least one phone number is also required. In addition, US & Canada residents are required to select a ZIP/Postal Code.

First Name *
Last Name *
Title *
Business *
Street Address Line 1
Street Address Line 2
City
State / Province
Postal Code
Country *
Email Address 1 *
Email Address 2
Web Site
Business Phone
Cell Phone
Home/Other Phone
Fax

Please enter up to three degrees you have earned.

Do Business Degrees earned at UI/MSOE? If the degree program you completed is not listed, please select the major that most closely matches your own.

Do other degrees? You may select the degree that most closely matches your own, or you may choose Other for the Type of Major, and then enter the name of your degree program.

At least one degree is required, and you may combine all fields for each degree you enter.

Degrees Earned

Entered at UI/MSOE?	Yes	No	Go to Next Degree
Entered at UI/MSOE?	<input type="checkbox"/>	<input type="checkbox"/>	Go to Next Degree
Type of Major	<input type="text"/>		
Name	<input type="text"/>		
Entered at UI/MSOE?	<input type="checkbox"/>	<input type="checkbox"/>	Go to Next Degree
Type of Major	<input type="text"/>		
Name	<input type="text"/>		
Entered at UI/MSOE?	<input type="checkbox"/>	<input type="checkbox"/>	Go to Next Degree
Type of Major	<input type="text"/>		
Name	<input type="text"/>		

Are you a member of the Business undergraduate honors program at UI/MSOE? Yes No

Please select an education and discipline in which you have experience.

To make your selection, highlight the item(s) in the Available Industries or Available Disciplines box and then click the Add Matched button. You may add one or more selections by highlighting them and clicking the appropriate button below.

Available Industries

- Building, Renovation, & General Contracting
- Chemical/Bio
- Communication Services (Broadcasting & Telecommunications)
- Computer/Electronic/Engineering
- Construction
- Corporate Security (Police/Security Guarding/Investigating/Consulting/Programing)
- Consulting Services (Environmental)
- Consulting Services (Management)
- Consulting Services (Other)

Selected Industries

Available Disciplines

- Other Discipline
- Accounting (Finance)
- Accounting (Public)
- Architecture
- Administrative (Social Services)
- Administrative (Healthcare)
- Healthcare

Please enter the personal statement(s) below to enter any additional background information which may be useful to students when choosing a potential mentor. Thought provokes further details about your employment or educational history, whether you possess research capabilities, or include anything else which would be helpful to students learn more about you. This field is required, and your statement should be between 1000 characters.

Personal Statement

Number of Mentees (out of 1000)

Number of mentees you are willing to mentor at one time

After submitting this form, your information will be entered into the Search Mentors database (available within 2 business days) and will then be available to students when they are choosing mentors.

Submit Cancel

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Choosing a Mentor

- **Students:** after submitting your profile, a list of 15 mentors will be generated based on your indicated preferences.
- Click the “My Mentor” tab at the top of the page to view this list.
- Select and invite a mentor.
- **Alumni:** once you submit your profile you will receive confirmation.
- The next correspondence you receive will be an invitation from a student to be their mentor.

The screenshot shows a web browser window displaying the 'Business Alumni Mentors' page. The page header includes the 'Mentoring' logo and the 'COLLEGE of BUSINESS UNIVERSITY of ILLINOIS AT URBANA-CHAMPAIGN' logo. The page content is dated 'August 12, 2009 - Wednesday 12:06 PM CST' and includes a 'Good afternoon Laura Chandler!' message. Below the header, there are tabs for 'MY MENTOR', 'MY PROFILE', and 'LOGOUT'. The main content area displays a list of suggested matches with the following instructions:

- These are your best matches for a mentor at this time. If you log out or update your profile before choosing your mentor, your list of choices may change when you return.
- You will be shown three prospective mentor profiles on each page.
- Based on the preferences you specified when completing your profile, your best matches should generally appear near the beginning of the list. However, you may find a better match further down the list, so feel free to browse through all the suggested matches.
- To view additional matches, click on [Next Page](#) in the top right corner of the list.
- Once you have reached the end of the list, you will be able to return to any of the previous pages to review all of your suggested matches again.
- When you find the prospective mentor you believe would be the best match for you, you may click the Send Invitation button to invite him/her to be your mentor.

Below the instructions, there is a section titled 'Viewing Profiles 4 to 6 of 15' with a 'Next Page' link. The first profile shown is:

Name	Degrees
Michael	University of Illinois, BS:Accountancy BS/MS Prg (0-5 years ago) University of Illinois, MAS:Accountancy (0-5 years ago)

The browser's taskbar at the bottom shows the start button, several open applications (Inbox, Microsoft PowerP..., Business Alumni...), and the system clock showing 12:07 PM.



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Being Matched

Students:

- Once you have invited a mentor, they can either accept or decline the invitation. Do not be discouraged if your invitation is declined, you can immediately search for another mentor.
- Please allow your invited mentor 2 weeks to respond to your invitation.
- If your invited mentor does not respond to your invitation within 1 week, the system will automatically send them a reminder e-mail. If they still do not respond after 2 weeks the invitation will automatically be withdrawn. You will be notified and will be able to invite a new mentor. If a mentor does not respond, do not take it personally.
- Once a mentor accepts your invitation you will both receive an e-mail confirming the match and your contact information will be shared with each other.
- ***It is your responsibility to make the first contact with your mentor. Please contact your mentor with as soon as possible after being matched (no later than within 7 days).***



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Being Matched (continued)

Alumni:

- The program is designed such that students identify and invite their preferred mentor based on their preferences.
- Students will review multiple mentor profiles before inviting a mentor.
- When a student invites you to become their mentor, you will receive an e-mail from the program (sent to the e-mail address you provided during registration). You will be able to review the student's profile and personal statement.
- It is important that you respond promptly to the invitations you receive.
- Once you accept an invitation, you and your student mentee will receive an e-mail confirming the match and your contact information will be shared.
- It is communicated to students that they should send an e-mail to their mentor within one week of the invitation being accepted. If you do not hear from your mentee within one week please e-mail BusinessMentors@illinois.edu.



The Relationship

- Once a mentor and mentee have been matched, the relationship will be dictated by them. We suggest that your first conversation include how and when you would like to be contacted, what your expectations are for the program, and what you hope to get out of the program.
- Regular communication via e-mail, phone, video messaging and/or in-person meetings are instrumental in developing a meaningful relationship.
- Conversation topics will be e-mailed monthly. These e-mails are designed to suggest topics and encourage regular communication. Please do not limit your relationship to these topics.
- If at any point there is a problem with the relationship please e-mail BusinessMentors@illinois.edu so that assistance can be given.



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Testimonials

- “My mentee was an absolute jewel. She was professional, interested, and eager to learn. Every time we met she was prepared with questions to discuss and was open to new experiences. The match between her interests and my experience was nearly perfect.”
- “Meeting a student whom I would not otherwise meet and thereby gaining perspective on her challenges at ILLINOIS and in finding job opportunities has been enlightening.”
- “My mentor came down to campus and took me out to dinner to meet in person and discuss career opportunities. I really enjoyed meeting with a professional without feeling like I was selling myself for a job position.”
- “I liked being able to gain knowledge from someone who has been in the accounting profession for years. It makes my work in the classroom seem extremely applicable to my future.”



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Resources

The Office of External and Alumni Affairs is here to assist you with anything. If you have any questions or problems please contact us immediately so we can work with you to make it better.

Office of External and Alumni Affairs

BusinessMentors@illinois.edu

For additional information and suggestions please see our handbook : <http://go.business.illinois.edu/MentoringHandbook>



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Join Now!

To register for the
Business Alumni Mentors Program visit:

<https://www3.business.illinois.edu/mentoring>