



# Career Services

*The world awaits...*

The College of St. Scholastica  
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[www.css.edu/career.xml](http://www.css.edu/career.xml)

## Alumni Career Network

One very important aspect of planning your future career is getting the best information possible. You can read about occupations until you are blue in the face but often sitting down and discussing an occupation with someone who is actually in that field is the best way to get a thorough understanding of what an occupation entails. Career Services and the Alumni Office have a list of alumni who have volunteered to do just that with you!

### When should you use the network?

- If you are debating between several different majors
- If you need a reality check on what a particular career entails
- If you're a senior looking for your first professional job in a distant city and one of the Alumni listed in the network is living in that area
- If you are considering changing occupations
- If you are investigating companies and want an employee perspective
- If you know your career goals and want to begin networking with those in the field
- If you are looking for internship opportunities
- If you are interested in conducting informational interviews (see separate handout for more details on preparing for and getting the most out of an informational interview)

### How do you use it?

You can go directly to the Career Services website: [www.css.edu/career.xml](http://www.css.edu/career.xml), and register on JobSpace (you will need to create an account the first time you use this site). Select "Mentor Search" and begin your search.

This database does not contain all College alumni, only those who have agreed to be a part of the mentor database. You may search for alumni by a variety of categories. After searching by one of these categories you will see a list of alumni that match the criteria. To view their contact information, click on "contact mentor" above their profile.

### Procedures for making the contact:

- 1.) **Contact** the Alum and introduce yourself.
- 2.) **Explain** how and where you received their name.
- 3.) **Specify** what you are looking for in the contact. For example:  
"I am interested in pursuing a position with XYZ company and wondered if you would be willing to share your experience working for them."  
"I am considering XYZ major and wondered if you would be willing to meet with me to tell me more about your career, your job description and what a typical day is like for you."
- 4.) **Ask** if they are willing to assist. If so, find a mutually agreeable time and place to meet. Typically, requesting 30-60 minutes of their time for the first meeting is reasonable.
- 5.) **Prepare** for the meeting by doing research on the career, company, or related areas. Develop specific questions for discussion.
- 6.) **Present yourself professionally.** Dress appropriately, be respectful, be polite and show up on time. Be prepared to share some information about yourself. Although you are *not* on an interview and you should *not* expect these Alumni to find you a job, this *is* a professional contact and the Alumni may be a valuable part of your job search network in the future.
- 7.) **Request** ideas or names of other contacts that may be helpful for you.
- 8.) **Thank** them by sending a formal thank-you letter or thank-you note.