



COLLEGE *of* BUSINESS  
at ILLINOIS



# Business Alumni Mentors Program

Orientation 2009-2010



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# Welcome to the Business Alumni Mentors Program

## Our Goal:

To create a College-wide online mentoring program that connects students with alumni in a long-term, one-on-one relationship. This is a chance for students to benefit from the experiences of alumni in the business world.



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## Program Purpose

- This is the first program on the University of Illinois campus to use an online smart search engine that takes your preferences into account when matching mentors and mentees.
- A long term one-on-one relationship allows students to build a trusting relationship with their mentor and to feel comfortable seeking class, career, personal, and life advice from them.
- This program is designed to be student driven
- *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

### Mentor

- Listen to the needs and expectations of your mentee
- Communicate in a timely fashion
- Remain professional and assist your mentee with their professional development
- Be committed to serve as a resource to your mentee
- Follow up on commitments made to the mentee
- **Contact the program staff if there is a concern with the relationship**

### Mentee

- Discuss your needs and expectations with your mentor
- Communicate your goals and what your mentor could do to help you reach them
- Take ownership of the relationship
- Be receptive to suggestions and feedback
- Realize that having a mentor is a privilege and work hard to benefit from this opportunity
- Remain professional at all times
- **Contact the program staff 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.
- All students (mentees) will click on the **student** link .
- New mentors, if you have not filled out a profile yet you are considered a **new mentor**.
- Current mentors, once you have a profile saved when you return to the site you login as a current mentor. You can then update/change your profile, check for invitations, 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 &gt; 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'. At the bottom of the page, a copyright notice reads '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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## Choosing a Mentor

- Students, once you submit your profile a list of your top 15 mentors will be generated based on your preferences.
- Click the “My Mentor” tab at the top to view your list.
- Mentors, once you submit your profile you will receive confirmation, but the next correspondence you will hear will be an invitation when a student contacts you.

A screenshot of a web browser displaying the 'Business Alumni Mentors' website. The page title is 'Mentoring' and the URL is 'https://busdwebdev.business.uiuc.edu/mentoring/mentee\_home.aspx'. The page shows a navigation bar with 'MY MENTOR', 'MY PROFILE', and 'LOGOUT' tabs. Below the navigation bar, there is a section titled 'Your list of suggested matches is below.' with instructions. A list of suggested matches is shown, with the first match being Michael, a University of Illinois BS/Accountancy BS/MS Prg graduate. The page also includes a 'Next Page' link and a status bar at the bottom showing the time as 12:07 PM.

Business Alumni Mentors > College of Business > University of Illinois - Microsoft Internet Explorer...

https://busdwebdev.business.uiuc.edu/mentoring/mentee\_home.aspx

Business Alumni Mentors > College of Business...

**Mentoring** COLLEGE of BUSINESS UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Mentoring > Mentee > My Mentor

August 12, 2009 - Wednesday 12:06 PM CST  
Good afternoon, Laura Chandler!

MY MENTOR MY PROFILE LOGOUT

Your list of suggested matches is below. (Click here to hide the list of 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.

Viewing Profiles 4 to 6 of 15 [Next Page](#)

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

start Inbox - Microsoft... Microsoft PowerP... Business Alumni... Search Desktop 12:07 PM



## Being Matched

- Once you have invited a mentor, they can either accept or decline the invitation. Don't be discouraged if your invitation is declined, you can immediately search for another mentor.
- If you do not receive any response to your invitation in 1 week you can send the mentor a reminder. If they still do not respond in another week you can withdraw your invitation and invite another mentor. If a mentor does not respond, do not take it personally sometimes they are traveling and are away from e-mail.
- 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 the responsibility of the student to make the first contact. Please contact your mentor within 1 WEEK of being matched.



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## The Relationship

- Once mentor and mentee have made contact the relationship will be dictated by the two people. 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.
- We will provide monthly conversation topics and there will be 4 mentoring events this year. We encourage you to not limit your relationship to these.



## 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.”



## Conclusion

- This program is designed to benefit both the student and the mentor. You will get as much out of it as you put into it.
- If you would like to register for the Business Alumni Mentors Program please follow the link below
- <https://www3.business.uiuc.edu/mentoring>