



## MIT ALUMNI ADVISORS HUB

### In this document you will find:

- **Registration Information**
  - **FAQ's (Frequently Asked Questions)**
  - **Advising Services Offered**
  - **Email Samples for Advising Requests**
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### **REGISTRATION INFORMATION**

#### **ADVISOR (ADVICE GIVERS) REGISTRATION**

MIT ALUMNI ADVISORS HUB is an online platform that facilitates meaningful, one-to-one career consultations with advice seekers and advice givers for career conversations (informational interviews), resume critiques, and mock interviews. Advisors can select the types of consultations they provide around their own availability and all consultations are held over the phone or via video chat (coming Fall 2017).

#### *REGISTER*

To register, visit the platform and complete a simple registration process. We recommend importing your professional information from LinkedIn, if you have an account, for the fastest account creation and accuracy. Once entered, all of your personal contact information will remain private.

#### *SELECT YOUR AVAILABILITY*

A convenient calendar tool allows you to identify when you are available for consultations.

#### *SHARE YOUR WISDOM*

Once a student or fellow alum selects your profile, the platform takes it from there—from scheduling the phone meeting to collecting feedback following the consultation. There are three ways you can share your advice: career conversations, resume critiques, and mock interviews.

#### *WHO CAN JOIN*

All MIT alumni are eligible and encouraged to volunteer to join the platform.

## **ADVISEE (ADVICE SEEKERS) REGISTRATION**

MIT ALUMNI ADVISORS HUB is an online platform that facilitates meaningful, one-to-one career consultations with advice seekers (students and alumni) and advice givers (alumni) for career conversations (informational interviews), resume critiques, and mock interviews. Get started in three easy steps:

### *LOGIN*

Students and alumni can register for access on the login page with their Infinite Connection account.

### *BROWSE*

Once in the MIT ALUMNI ADVISORS HUB, use the keyword search to browse all advisors or filter advisors according to function, industry, employer, location, school, and language. When an advisor is identified, book a consultation for a career conversation or mock interview, or submit your resume for a critique.

### *GET ADVICE*

Schedule 1:1 consultations over the phone for career conversations, mock interviews, or resume/cover letter critiques.

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## **FREQUENTLY ASKED QUESTIONS (FAQ'S)**

### **GENERAL QUESTIONS**

#### ***1. What is the MIT ALUMNI ADVISORS HUB?***

MIT ALUMNI ADVISORS HUB is an online platform that facilitates meaningful, one-to-one career consultations with advice seekers and advice givers for career conversations (informational interviews), resume critiques, and mock interviews. Advisors can select the types of consultations they provide around their own availability and all consultations are held over the phone or via video chat (coming Fall 2017).

#### ***2. What is Firsthand?***

MIT ALUMNI ADVISORS HUB is powered by Firsthand, a company founded in 2010 that specializes in career coaching technology. They run a public platform, Evisors.com, in addition to creating specific custom platforms for colleges and universities around the world.

#### ***3. How will this platform help students and alumni?***

MIT ALUMNI ADVISORS HUB helps students and alumni access MIT alumni who are willing to connect and have a discussion about their own professional experiences. Advisors will provide information and guidance to assist in conversations towards an advice seekers professional goals, practice for an interview, and/or get insights into a particular career field or industry of interest.

#### ***4. How much does it cost?***

MIT ALUMNI ADVISORS HUB is free.

#### ***5. Who can register as an advisor? As an advisee?***

Our advisors are all MIT alumni. MIT students (undergraduate and graduate) and alumni can be advisees (advice seekers).

## **6. How is this new MIT Alumni Advisors Hub different from the Institute Career Advisor Network (ICAN)?**

The ICAN designation is a badge enhancement on one's Online Alumni Directory profile, which indicates that they are willing to be contacted for career advising. For alumni who wish to offer more action oriented specific help at more specific times, the MIT Alumni Advisors Hub allows keyword refinement with additional filters along with a scheduling platform for bridging the connection between two intelligent, extremely busy people.

### **FOR ADVISEES (ADVICE SEEKERS: STUDENTS AND ALUMNI)**

#### **1. How do I know if the advisor I select is right for me?**

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

#### **2. Will the advisor be able to see my phone number or email address?**

MIT ALUMNI ADVISORS HUB will never share your phone number or email address with the advisor. Of course, you are welcome to share this information with your advisor during the course of your conversation at your own discretion.

#### **3. What is the cancellation policy?**

An advisee, if necessary, may reschedule a meeting as long as it is a minimum of 24 hours in advance of the session and has been accepted by the advisor. Please be respectful of the advice givers time and professional schedule and mindful that they are taking time out to accommodate you and your request for guidance. We expect you will make all reasonable attempts to honor the scheduled session. Sessions canceled less than 24 hours in advance may be reviewed; and multiple late cancellations may result in the suspension from the platform.

#### **4. Can I ask an advisor directly for a job at their company?**

This type of transactional request is not appropriate in any networking relationship. This platform is for information gathering, seeking advice, and guidance from another's professional experiences. Their willingness to share insights and perspectives is done on a case-by-case basis and at the comfort level of each individual.

#### **5. How can I share feedback with MIT about my advising experience?**

Feedback from advisor to advisee typically occurs within the consultation and remains confidential. If you have a concern about a particular advisor that you would like to voice to us, email [alumniadvisorshub@mit.edu](mailto:alumniadvisorshub@mit.edu).

### **FOR ADVISORS (ADVICE GIVERS: ALUMNI)**

#### **1. What can I expect if I sign up?**

As an advisor, you will have a profile on MIT ALUMNI ADVISORS HUB, viewable only by current MIT students and fellow alumni who have access as advisees (advice seekers). The online platform offers automatic phone calls, built-in-scheduling services, and a platform for file-sharing without revealing your email or other contact information.

#### **2. What types of advice can I offer?**

You are welcome to provide any career-related advice that you think is relevant to your advisee. Everyone has professional experience and perspectives from years of work and education, but few ways to easily to connect

with the MIT community to share those insights. Whether advice seekers are interviewing for a job or internship, applying to graduate school, exploring more about a specific industry or field, eager to know what it's like to start your own business, students and alumni want your unique perspective. Advisees are responsible for letting the advisor know what type of information or advice they are seeking. Feel free to ask your advisee for additional clarification on their needs and interests in advance of the conversation.

### ***3. How is my privacy protected?***

MIT ALUMNI ADVISORS HUB and Firsthand (the platform provider) takes the privacy of its advisors very seriously. At no point is your phone number or email address revealed. Advice seekers can contact you in advance, share files and schedule subsequent meetings by using their consultation home page that routes everything through our system and protects your privacy.

### ***4. When should I expect my first consultation?***

Your advisor profile will be "live" once it is complete, and you may receive a request any time after registering. You will be notified by email if you receive a consultation request. You can increase traffic to your profile in a number of ways, including adding a profile photo and adding detailed descriptions of your skills and experience.

### ***5. How should I prepare for my first consultation?***

The meeting request you receive by email from MIT ALUMNI ADVISORS HUB will have some suggested meeting times based on the preferred times listed in your profile. This meeting request will also include details about the type of advice the advisee is looking for (e.g., career conversations about growth in the field of machine learning). Once you accept the meeting request for a specific time, MIT ALUMNI ADVISORS HUB will send you a calendar invitation. In preparation for your meeting, we recommend you prepare as you would for any professional meeting. You can contact your advice seeker in advance of the meeting through the consultation home page (accessible on your advisor profile) if you have specific questions on what they would like to cover (e.g., please tell me what course you are currently in, or list your current classes you are taking etc.) or if you want them to forward additional files to your attention such as a resume to get an overall picture of their experience so far. All information will be shared through this consultation page and we will notify you by email if the advice seeker contacts you.

### ***6. What is the cancellation policy?***

An advisor can reschedule a meeting as long as it is accepted by the advisee and it is at least 24 hours in advance of the session. Sessions canceled within 24 hours of a session may be reviewed; multiple late cancellations could result in the suspension of your profile.

### ***7. What if I want my profile hidden or removed?***

To hide your profile, you can set your profile to 'Out of Office' in your settings when you've logged in to your account where you can select a specific time frame to hide your profile. To delete your profile, please contact [alumniadvisorshub@mit.edu](mailto:alumniadvisorshub@mit.edu).

### ***8. How can I share feedback with MIT about my advising experience?***

Feedback from advisor to advisee typically occurs within the consultation and remains confidential. If you have a concern about a particular advisee that you would like to voice to us, email [alumniadvisorshub@mit.edu](mailto:alumniadvisorshub@mit.edu).

### **9. How can I limit the number of requests for consultations that I receive?**

As an advisor, you can limit the number of consultation requests that you receive per month. Once you hit your limit, your profile won't show up in search results or be available for requests until you enter a new 30-day period. You can set up this limit when you register or any time you log in to your account to update your profile. You are also welcome to reject any specific requests for consultations that you receive, especially if you feel like another advisor is likely to be more useful to an advisee than you can be. If this is the case, simply decline the request and provide a reason to the advisee requesting the consultation.

### **10. Where on my profile should I discuss the ways in which I can be most helpful to students and alumni?**

We recommend filling out the summary at the top of your profile ("summarize your background and expertise") as well as filling out details related to the type of consultations you are willing to offer (career conversations, resume reviews, and/or mock interviews). Generally, the more details the better, as they enable advisees to choose more suitable advisors and to ask more educated questions.

### **11. I do not identify with any of the function options in the platform, yet the function field is required. How can I ensure that advisees will be able to find my profile?**

Note that many advisees will be searching the platform not just by industry or function, but by keyword. We therefore recommend sprinkling relevant keywords throughout your profile. Possibilities for keywords include more specific job functions or areas, research areas or industries (e.g. bioinformatics, machine learning, ministry, non-profits, sustainability, human services, psychology, cancer research, venture capital); diversity (if, for example, if you have diversity-based assets or training that you could bring to a consultation), or subsets of students/alumni you are most interested in advising (e.g. LGBTQ+, first-generation, international students, student-athletes, volleyball players, etc.).

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## **ADVISING SERVICES OFFERED**

### *CAREER CONVERSATIONS*

Talk directly to MIT alumni about their experience in your career fields of interest. The 30-minute conversation can cover topics such as industry and company insights, sharing knowledge about profession and experiences, discussion about graduate/professional school search, career path recommendations for your skills and interests, career transition, startup experience, etc. This can be considered an informational interview.

### Scheduling the Career Conversation

- When scheduling you will propose three 30-minute meeting times. If the advisor is available during one of those times, the advisor will accept and your consultation will be scheduled. If the advisor is not available, the advisor may choose to propose three additional times or they may decline the invitation. You will be notified as soon as the advisor accepts or declines.
- Write an introductory message and, if desired, upload a résumé or another form of documentation that highlights your professional and/or academic background/experience.
- Respect the advisor's time commitment by planning and preparing topics of discussion. You may wish to review sample questions, especially if you are new to networking and informational interviewing, or out of practice.

### Connecting to Your Career Conversation

- Both parties are sent a confirmation email that includes a list of phone numbers (users select one suited for their locale) and conference code. At the time of your consultation you and your advisor will call in to a conference call line for the consultation.
- Once a consultation is scheduled, each individual will have an online "meeting place" where they can communicate prior to the consultation. If something comes up which does not allow you to make the scheduled consultation, you can cancel or reschedule in this meeting place. Please be respectful of each other's time and do so well in advance.

### During the Career Conversation

- Be prepared to briefly introduce yourself professionally. You may attach your resume/CV prior to the consultation for them to get to know your background.
- Prior to your session think about your purpose for talking with a particular advisor. Would you like to learn more about the industry, the company, the career path, selecting a graduate program, joining a startup, starting your own business, career transition etc.?
- Respect the advisor's time commitment by planning and preparing topics of discussion. Prepare specific, intelligent, and productive questions that can guide your discussion and next steps.
- Remember to keep the conversation professional. Do not ask personal questions. Do not ask an advisor directly to hire you for a job or a summer internship. It is NOT appropriate to put an advisor on this spot in this way. This is a conversation, not a transaction. Please do not assume an advisor will share their personal network with you. Each advisor will have a different comfort level with sharing their own connections. However, during the course of your conversation, an advisor may choose, at their own discretion, to mention jobs or internship opportunities they are aware of; as well as offering to refer you to a professional contact.
- Strive to be a receptive and active listener.
- Take notes.

### After the Career Conversation

- Show appreciation for the time and assistance given by the advisor by sending a follow up thank-you message.
- Plan any follow-up or action items.

### **RESUME CRITIQUES**

Have MIT alumni who are company and industry insiders critique your resume/CV or cover letter. Critiques include both recommendations and high-level advice. Note that this service is not for resume writing, re-writing and not be used for submitting for open jobs or internships within the organization where the advisor works.

### Submitting Your Resume for a Critique

- When scheduling you will propose three 60-minute meeting times. If the advisor is available during one of those times, the advisor will accept and your consultation will be scheduled. If the advisor is not available, the advisor may choose to propose three additional times or they may decline the invitation. You will be notified as soon as the advisor accepts or declines.
- You must write an introductory message about your interest in a resume critique and include relevant information that will help the advisor to prepare.
- You must upload a resume and may include additional documentation such as a cover letter or job description.

### Connecting to Your Resume Critique

- Both parties are sent a confirmation email that includes a list of phone numbers (users select one suited for their locale) and conference code.

- 10 minutes before the conference is scheduled the codes will be live.
- Once both parties call in and enter their code they'll be connected and the consultation will begin.

#### During Your Resume Critique

- Your resume critique will consist of a 60-minute meeting where the advisor will ask you questions and provide feedback.
- Be prepared to briefly introduce yourself professionally and answer questions about your background and interest in your career area.
- Strive to be a receptive and active listener during the feedback process.
- Take notes.

#### After the Resume Critique

- Show appreciation for the time and assistance given by the advisor by sending a follow up thank-you message.

### **MOCK INTERVIEWS**

Practice for your future interviews with MIT alumni who are insiders in your fields of interest and can coach you on how to prepare for an interview, by conducting a practice interview.

#### Scheduling Your Mock Interview

- When scheduling you will propose three 60-minute meeting times. If the advisor is available during one of those times, the advisor will accept and your consultation will be scheduled. If the advisor is not available, the advisor may choose to propose three additional times or they may decline the invitation. You will be notified as soon as the advisor accepts or declines.
- Write an introductory message about your interest in a mock interview and include relevant information that will help the advisor to prepare.
- You must upload a resume/CV and may include additional documentation such as a cover letter and/or a job description.

#### Connecting to Your Mock Interview

- Both parties are sent a confirmation email that includes a list of phone numbers (users select one suited for their locale) and conference code.
- 10 minutes before the conference is scheduled the codes will be live.
- Once both parties call in and enter their code they'll be connected and the consultation will begin.

#### During Your Mock Interview

- Your mock interview will typically consist of a 30-minute simulated real-life interview with 15-30 minutes of feedback.
- Be prepared to briefly introduce yourself professionally and answer questions about your background and interest in your career area.
- Strive to be a receptive and active listener during the feedback process.
- Take notes.

#### After Your Mock Interview

- Show appreciation for the time and assistance given by the advisor by sending a follow up thank-you message.

## **SAMPLE EMAILS/MESSAGES TO SEND ADVISORS**

Please craft your own unique messages to an Advisor, or use the examples below for guidance.

### **CAREER CONVERSATION**

Subject: MIT Graduate Student Seeking Advice on Biotech Careers Outside of Academia

*Dear Marsha:*

*My name is Patrick Buckingham, and I am a third year Course 20 PhD candidate. Currently I am in a lab researching and developing new animal models to measure mycobacterial lung infection and have designed a new biomarker and drug screening study that is safer and less expensive than existing models. I see that you are an advisor in on the MIT Alumni Advisors Hub and hope we can find a time within the next few weeks for a 30-minute career conversation. Your education, background and research experience is very interesting to me, and I would be interested in learning more about your career path and the decisions you made along the way to end up in your current role. My CV is attached for your convenience, if you care to learn more about my background before we speak. Thank you in advance for your time.*

*Sincerely,  
Patrick Buckingham*

### **RESUME CRITIQUE**

Subject: MIT Sophomore Seeking Advice on Resume for Summer Internships

*Dear Alex:*

*My name is Patrick Buckingham, and I am a sophomore in course 18. I would like to pursue an internship next summer in Machine Learning & Predictive Analytics and was excited to find your profile on the MIT Alumni Advisors Hub. I am interested in learning more about your career path and seeking any advice you might offer a fellow kid from Cincinnati on life after MIT. I have attached my resume to give you a better sense of my background and course work. I am excited to chat with you and learn more about your role at Amazon. Thank you in advance for your time.*

*Sincerely,  
Patrick Buckingham*

## MOCK INTERVIEW

Subject: MIT Senior Preparing for Consulting Interview

Dear Joy:

My name is Patricia Buckingham, and I am a senior in Course 2 at MIT. I am applying for full-time consulting jobs this fall and seeking guidance in my interview prep. I found your profile on the MIT Alumni Advisors Hub and see you have offered to help prepare potential candidates for interviews. I hope we can find a time within the next few weeks to conduct a mock interview. I have attached my resume and a job description for your firm's Associate position. Thank you in advance for your time. I look forward to connecting.

Sincerely,  
Patricia Buckingham

## THANK YOU

Subject: Thank you for your guidance

*Dear Jane:*

*Thank you for taking the time to speak with me again today about my career transition. The decision to make the move from an academic research position where I have been stuck for the last five years, to an independent research firm was truly daunting. I was very unsure of myself and my skills despite having a PhD from MIT. Having the opportunity to speak to a fellow MIT alum who understood my situation, and validated my thoughts, was amazing. Our conversations helped me to better explain and pitch my skills and abilities out in the job market which was instrumental in securing my final round interview next week. Again, thank you for being part of MIT Alumni Advisors. I truly appreciate your support and guidance. I will keep you posted.*

*Sincerely,  
Pierre Bing*

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*If you require additional information, please email [alumniadvisorshub@mit.edu](mailto:alumniadvisorshub@mit.edu)*