## Alumni Career Mentor Program: Three Chats Over Coffee

**Student Mentees** | **Alumni Mentors**
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**Chat 1: Get to Know Each Other – Starting at Arcadia**
*Participate in an informal get-to-know-you conversation.*
- Ask questions about how your mentor’s Arcadia experience led to their career path
- Share information about yourself and ask about their experience at Arcadia University
- Discuss your major, minor, classes and academic interests, and co-curricular activities
- Share information about your career path. How did you get here? What was your Arcadia experience and how did you prepare yourself during college for the career and life you have today?
- Ask questions about your student mentee’s major, minor, classes and academic interests, and co-curricular activities

**Chat 2: Informational Interview – Professional Interests and Inside the Industry**
*Participate in an informational interview about the mentor’s career industry and professional interests*
- Ask questions about how your mentor’s day-to-day at work, opportunities in their industry, the skillset needed for success in their job, and why they have chosen their career field
- Discuss your professional goals and interests, ideas for career exploration you may have, or a potential dream job
- Share about areas of career exploration that are exciting for you or areas of unknown you’d like to learn more about
- Share information about your day-to-day at work, opportunities in your industry, the skillset needed for success in your job, and the journey of choosing your career field
- Discuss your professional goals and interests. Ask your mentee about their professional goals and interests, ideas for career exploration they may have
- Ask about areas of career exploration that are exciting for your mentee and areas of unknown your mentee would like to learn more about

**Chat 3: Staying in Touch – Next Steps**
*Participate in a conversation connecting the mentee to next steps and resources based on the previous two chats*
- Ask questions about what opportunities you should take advantage of next (on campus, internship, shadowing, volunteering, etc.) based on your goals
- Ask questions about what resources you should connect with, including speaking with someone in their network, reading certain books or articles, or participating in special initiatives
- Discuss the mentor’s recommendations for where you should go next to explore your interests and goals. Discuss how you and your mentor will keep in touch moving forward (if desired). Options include continuing the mentorship on Handshake and pursuing a career action plan with help of the e3 model, going separate ways but continuing to keep in touch occasionally via email and/or LinkedIn, or other options
- Discuss any final tips your mentor has for you
- Share opportunities the mentee should take advantage of next (on-campus, internship, shadowing, volunteering, etc.) based on the mentee’s goals
- Discuss resources the mentee should connect with, including speaking with someone in your network, reading certain books or articles, or participating in special initiatives
- Share recommendations for where the mentee should go next to explore interests and goals
- Discuss how you and your mentee will keep in touch moving forward (if desired). Options include continuing the mentorship on Handshake and pursuing a career action plan with help of the e3 model, going separate ways but continuing to keep in touch occasionally via email and/or LinkedIn, or other options based on what is right for you
- Discuss any final tips you have for your mentee