Create a Mentor Account

2. Click the Create Mentor Account link in box on left side of page.
   - Are you an alumnus, who is not currently an Experience employer posting jobs to Huskies Get Hired? . . . If yes . . . Create your account. Do not attempt to login with your Huskies Get Hired (HGH) student login information.
   - Are you an Experience Employer? . . . If yes . . . Create a Mentor account. You must use a different email than you use to post jobs to Huskies Get Hired.
3. Be sure to read instructions.
4. Fill out all fields in the gray boxes on this page. Disregard the blue “Already a Member” box.
5. Put a check in the box to accept the Experience Terms of Service. (These “Terms” are different than the Career Services Mentor Agreement.)
6. Click Create Account.
7. Do not connect to LinkedIn now. Click the Skip This Step and Continue link in bottom right corner.
8. Fill out next page. Click Submit.
9. Click Make A Difference Today button.
10. Click Become A Mentor in the Settings box on the right.
    NOTE: If your browser blocks pop-ups, you will need to enable pop-ups to fill out your Profile.
11. Fill out all fields in your profile:
    - Note: Maximum Number of Mentees defaults to 1000. Change the number to what you want.
12. You must fill out your current employment information. We only need very basic current information:
   - Hover over Portfolio at top of page.
   - Click on Resumes.
   - Click on Work History.
   - Click on Add Work History.
   - Fill out all fields.
   - In Description field, just put an “X” in this box. No need to provide detailed information.
   - Select all related functions in the Function field. Important: Mentees search on this field.
   - Select all related industries in the Industry field. Important: Mentees search on this field.
13. Logout . . . located in upper right hand corner.
14. Career Services will review your request and will activate your mentor request in 5 business days.
15. Sit back and wait for a mentee to contact you.
What To Do When a Mentee Contacts You

1. Mentees see basic information on all mentors.
2. If you are chosen as a mentor, you will receive an email with basic student information about the requestor.
3. The requesting email will contain a link to the Mentor login page . . . click on it.
4. Login to the Huskie-2-Huskie. You will be taken to the Mentor home page.
5. Look at the Requests Box on the right side of the page.
6. Click the Sent To You link.
7. You will see the student who asked you to be a mentor.
8. Click Accept or Decline.
   - If you Accept . . . The student receives an email and info on how to contact you.
   - If you Decline . . . The student sees he is declined in Huskies Get Hired.
9. Click Return To Mentoring Homepage link at top of page.
10. The student's email is now available.
11. You can contact the student . . . or . . . the student will see your acceptance and will see your method of contact and may contact you.
12. Your mentoring relationship has now begun.
13. Mentors and mentees will decide on the amount of time they want to remain in this mentor/mentee relationship.
14. Once you have completed your mentor relationship with a student, you should
   - Login to the Huskie-2-Huskie at niumentor.experience.com.
   - Go to the Mentor homepage.
   - Click on Break The Connection link below the mentee’s name.
15. If you have only selected to mentor 1 or 2 students, you will want to make sure to BREAK THE CONNECTION when you are done with each one so that you will be available to other students seeking a mentor.

HAVE QUESTIONS?

CALL CAROLINE AT 815-753-8341