



# Career Connect - Mentor Guide

## CALL FOR MENTORS

The Career Development Office is excited to announce the launch of a new system, Career Connect, that automates numerous functions found within the career office. This new tool empowers our students throughout the career development process by giving them the ability to manage their job application materials on-line, while allowing Career Development to assist in the process. One of the functions of this program allows students to view information about professionals who have self-selected to be a resource for them. It also allows students to interact with professionals from career fields in which they may have an interest in pursuing after graduation.

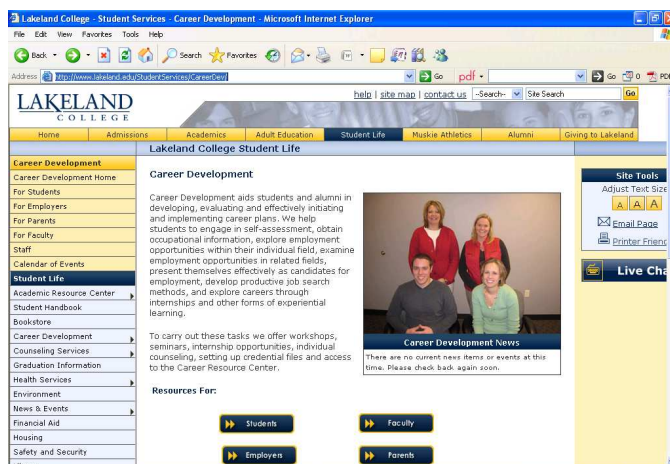
## WHAT'S EXPECTED OF MENTORS?

As a mentor, students and alumni will contact you for information that will help them make decisions about majors, career fields and strategies for finding employment, internships or gaining admission to graduate/professional school. Your role then is simply to answer questions based on your knowledge and experience. For example, students and alumni may be interested in learning about:

- your day-to-day on the job responsibilities
- what you enjoy and don't enjoy about your responsibilities or career field
- academic major(s) and graduate/professional programs you have completed
- the career paths you've pursued
- current trends and issues in your field
- suggestions on how they might best prepare for specific career field
- the value of a liberal arts degree in the world of work
- any advice you might have regarding internships, job search strategies and graduate and professional school.

## HOW TO BECOME A MENTOR

Register and/or login to Career Connect. Go to: <http://www.lakeland.edu/StudentServices/CareerDev/>

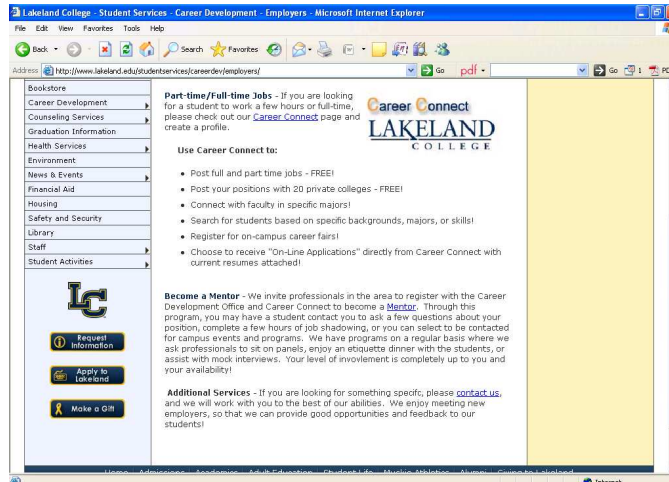


Career Development - Brotz Hall  
(920) 565-1483 - [career@lakeland.edu](mailto:career@lakeland.edu)  
Office Hours: Monday - Friday  
8:00 a.m. to 4:30 p.m.

Then click on “Employers.”

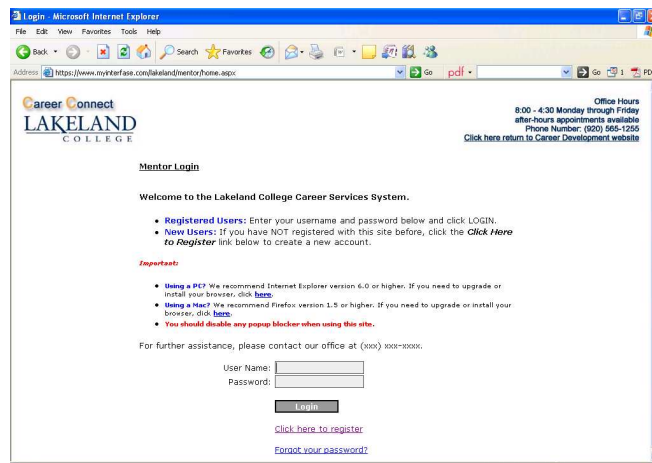


Scroll down towards the middle of the page, and you will see information on how to “Become a Mentor.”



Then you will be asked to click on the word “mentor” – which will lead you directly to the Career Connect page to begin creating your profile. For future reference, you can just jump directly to the page and log-in with your username and password.

<https://www.myinterfase.com/lakeland/mentor/home.aspx>



### NEW USERS - REGISTRATION

- If you are not a current user, click on “**Click here to Register!**” and follow the directions on that page. Complete all sections. Required \* fields are marked with an asterisk.
- Click on the Register button.



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After you create a profile, you will be provided with other opportunities to become involved in career Development as a professional partner. These include hands-on activities like mock interviews, networking events, panels, workshops, and opportunities to recruit students for internships and employment.

**WHAT HAPPENS NEXT?**

Your contact information will be made available to only students and alumni who are registered with Career Connect as well. They are instructed to make polite and professional contact via e-mail, phone, or letter after identifying a few professionals they'd like to contact. They are provided tips for how to make contact with professionals appropriately.

As a mentor, you will receive regular e-mail correspondence from the Career Development staff. You will occasionally be asked to provide feedback and to share any questions or concerns you might have. We appreciate your comments and suggestions to that we can continue to improve our services for students. Thank you for your support!