FIRSTHAND

Wildcat Career Connect: Advisee User Guide

Get on demand career help from CSU, Chico alumni

Access personal coaching from professionals who've worked at top companies across different industries

CAREER CONVERSATIONS

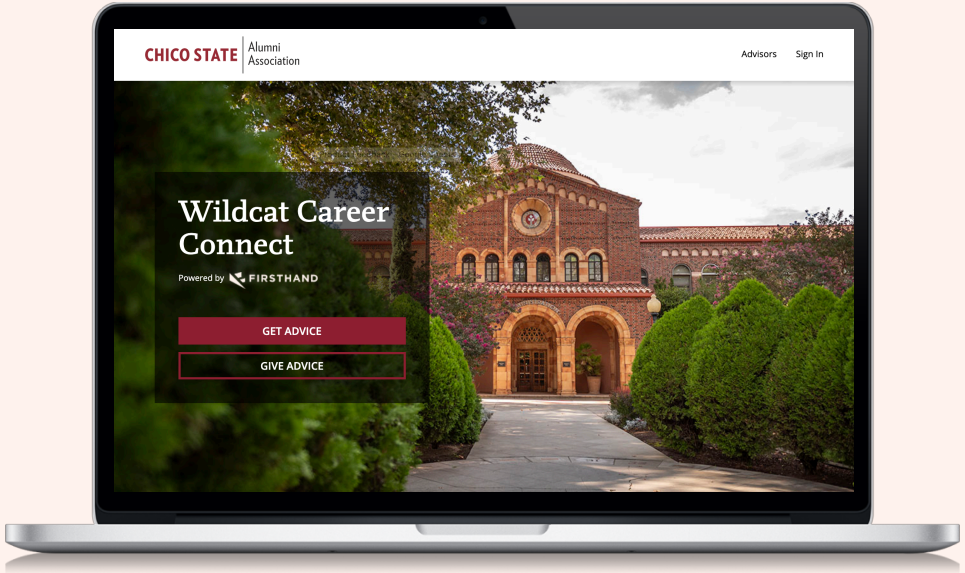
RESUME CRITIQUES

MOCK INTERVIEWS

AND MUCH MORE...

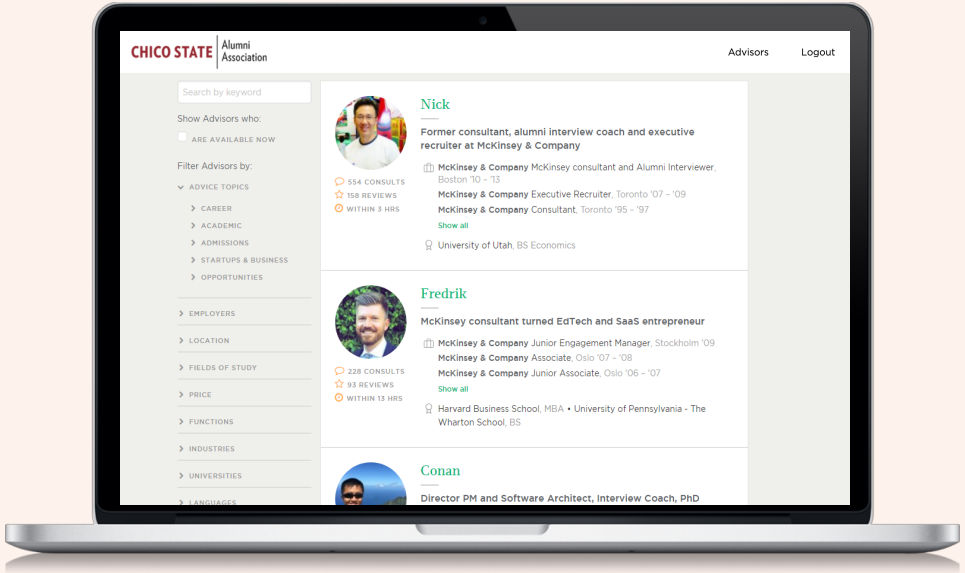
Register as an advisee

- Visit **csuchico.firsthand.co,** click ‘Get Advice’ and create your profile
- Enter your contact information and career goals
- View suggested advisor matches and request a consultation, or view all advisors



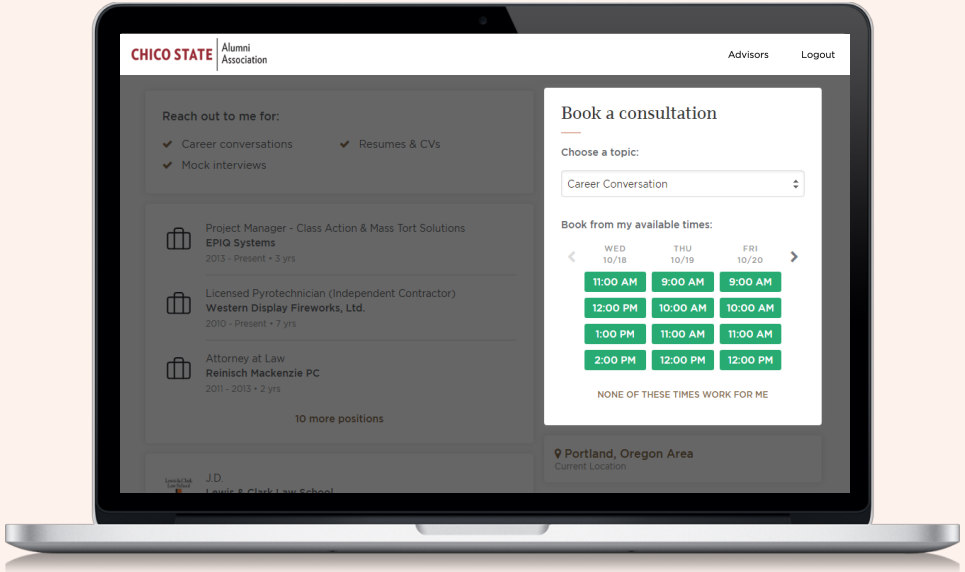
Search and select the right advisor

- Browse alumni profiles to find someone you're interested in talking to
- Filter advisors by function, industry, employer, type of consultation, location, field of study, language, and more
- Once you've found an advisor, click on their profile to learn more about them and book a consultation



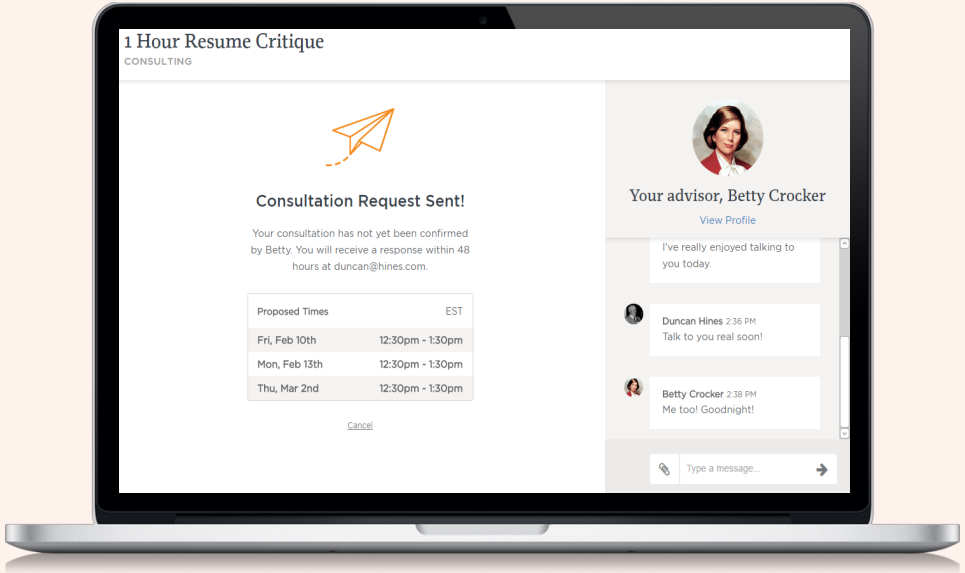
Book your consultation

- Select a time to connect with them under **“Book a Consultation”**
- Suggest three meeting times and write a message introducing yourself and outlining what you’d like to get out of the consultation
- Submit your request and wait for the advisor to accept one of your suggested times



Connect with your advisor

- Your consultation homepage allows you to message your advisor and upload files in preparation for your session
- When your call is confirmed, you will be sent a confirmation email that contains a link to your meeting room. Click the link at the time of your meeting for instructions on connecting either via a conference dial in number or via internet audio and your webcam (optional).
- Provide feedback on your consultation once complete



FAQ

- **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 a advisor's current title, work experience, academic background and, when available, general schedule.

- **Will the advisor be able to see my phone number or email address?**

  No, your phone number and email address are never shared with the advisor as all communication is routed through your consultation homepage.

Tips for a successful consultation

- Before your consultation:
  - Write an introductory message and upload any documentation that will be relevant to your call (e.g. resume, cover letter, job description, 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.

- During your consultation:
  - Be prepared to briefly introduce yourself professionally.
  - 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, etc.?
  - Remember to keep the conversation professional. Do not ask personal questions or ask an advisor directly for job placement or internship assistance.
  - Strive to be a receptive and active listener

- After your consultation:
  - Show appreciation for the time and assistance given by the advisor by sending a follow up thank-you message. Note that unless the advisor provides his/her contact information during the call, you must do this within 24 hours of the consultation, while your consultation homepage is still active

Ready to build a network of successful alumni?

csuchico@firsthand.co

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