



SIGMA NU FRATERNITY  
Excelling with Honor

# Sigma Nu Mentor Network Advisor User Guide





## The next generation of Sigma Nu alumni is asking for your help

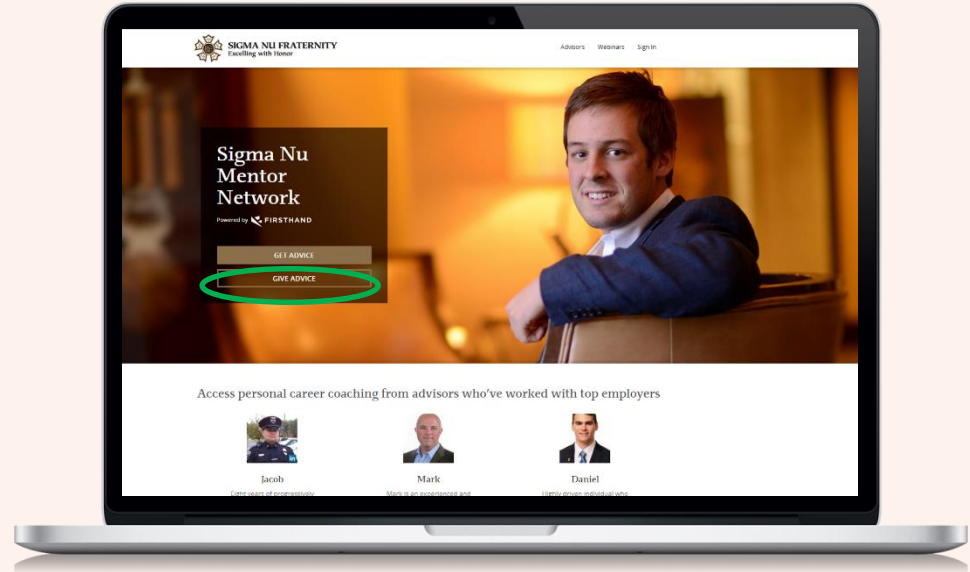
### Why join?

- Give back in an impactful way – offer your time and talent to help the next generation of alumni get their start
- Easily, on your own time – give back whenever and how often you want, on topics you know well
- With your privacy protected – we don't share your contact info



# Register as an advisor

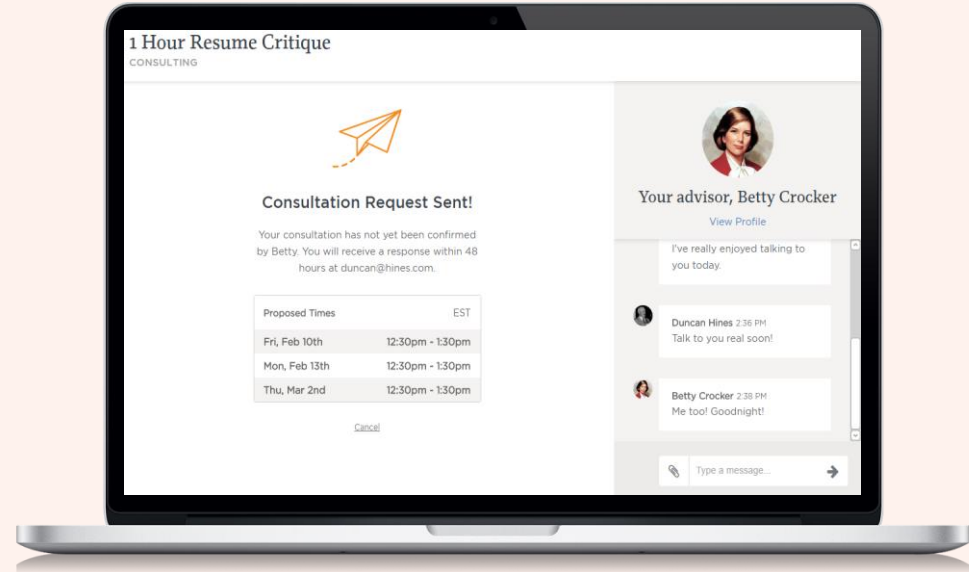
- Visit **sigmanu.firsthand.co** and click 'GIVE ADVICE'. Create your profile within minutes by importing your LinkedIn or Facebook profile, or create your profile manually.
- Enter/Edit information to your profile, as you feel appropriate.
- Once you've completed your profile, it will be live on the platform.
- You will receive an email to confirm the email address you provided for the site. Click the confirmation link in the email.
- You can sign in at any time to view and make changes to your account





# Connect with advisees

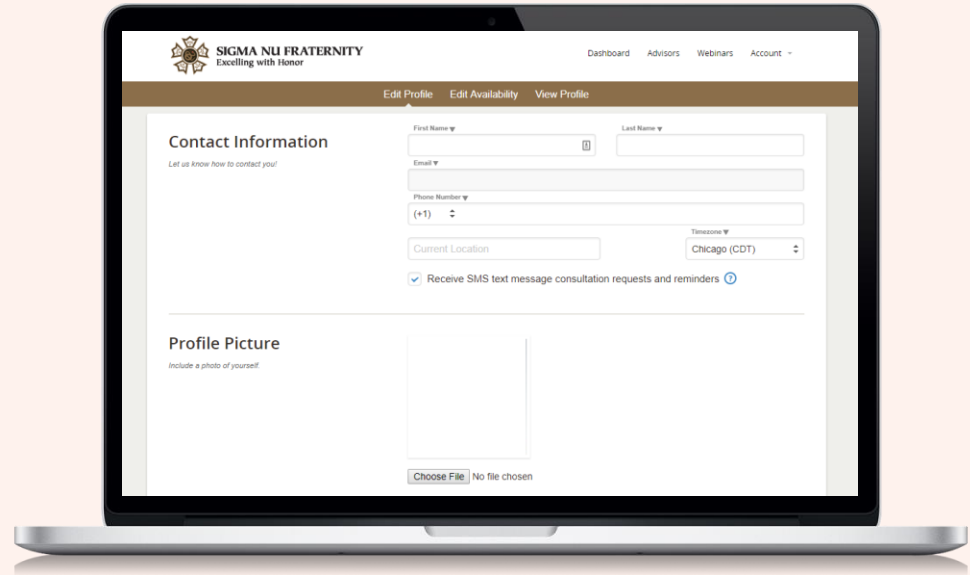
- When you get a consultation request, you will receive an email and a text message (if you've opted in to SMS notifications)
- Accept, decline or suggest new times to meet for the advisee to choose from
- Your consultation homepage allows you to communicate with the advisee and share files
- When your call is confirmed, you will be sent a conference number to dial in to along with an access code – your advisee will also dial in at the scheduled time for you call



# See your dashboard



- When you're logged into your account, you will be able to make changes to your profile, set out-of-office hours, edit your availability, and view and manage past and current consultations





# FAQ

- **What types of advice can I offer?**

You are welcome to provide any career-related advice that you think is relevant to your advisee. Whether they are interviewing for a job or internship, applying to graduate school, or learning about a specific industry, students want your unique perspective. Advisees are responsible for outlining what type of information they are seeking. Feel free to ask your advisee for additional clarification in advance of the conversation.

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

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

- **Where on my profile can I outline how I can be most helpful to advisees?**

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.



# Tips for a successful consultation

## Meeting Requests

- You will receive an email that will have some suggested meeting times and will also include details about the type of advice the advisee is looking for (e.g., informational interview for investment banking). Once you accept the meeting request for a specific time, you will receive a calendar invitation.

## Preparing for Your Meeting

- We recommend you prepare as you would for any professional meeting. You can contact your student in advance of the meeting through the consultation homepage (accessible on your advisor profile) if you have specific questions on what they would like to cover (e.g., types of investment banking interviews they want to focus on) or if you want them to forward additional files to your attention. All information will be shared through this consultation page and we will notify you by email if the student contacts you.





Give the next generation of up-and-comers the advice you wish you'd had.

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