SIGMA NU FRATERNITY
Excelling with Honor

Sigma Nu Mentor Network Advisee User Guide

Get on demand career help from Sigma Nu alumni

Access personal career coaching from alumni who’ve worked at top companies across different industries.

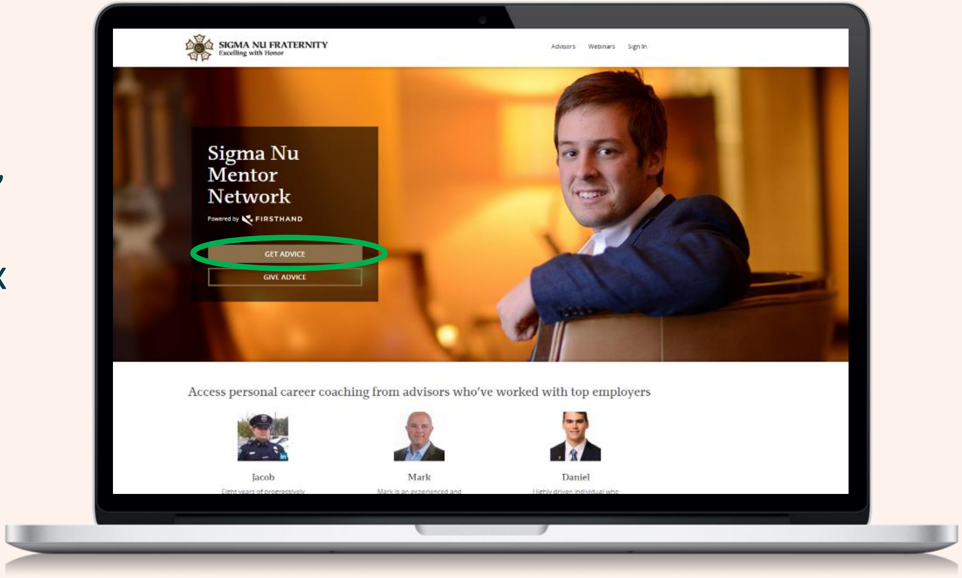
CAREER
CONVERSATIONS

RESUME
CRITIQUES

MOCK
INTERVIEWS

Log on to the Sigma Nu Alumni Advisor Network

- Visit **sigmanu.firsthand.co**
- Click 'Get Advice' to log in
- If you have not yet created an account, register with email, Facebook, or LinkedIn at the bottom of the login box



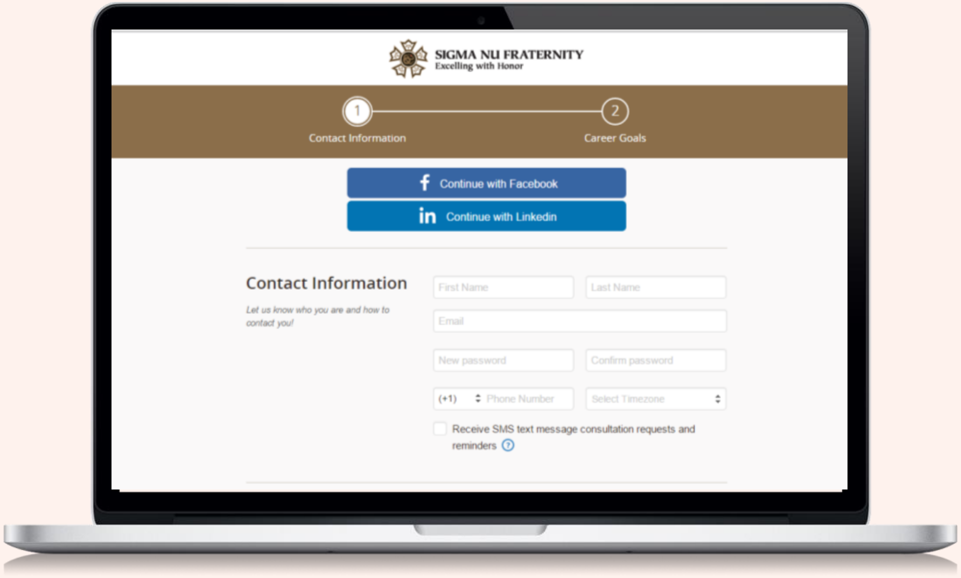
Create your Advisee profile

- Create your profile using your Facebook or LinkedIn account, or manually enter your profile information

- Provide a short summary about yourself for advisors you connect with

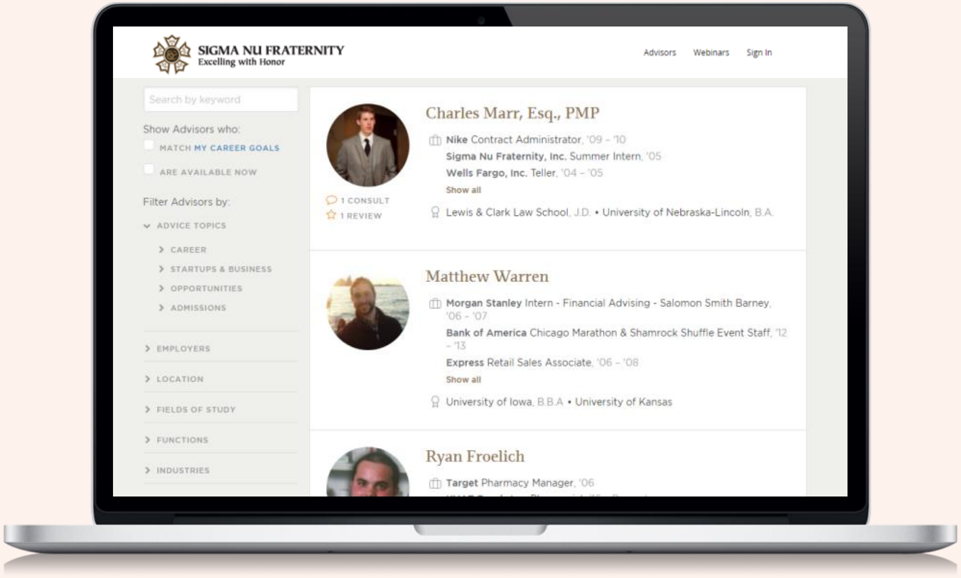
- Set your Career Goals

- *Advisee profiles are not searchable and will only be viewable to advisors that an advisee consults with*



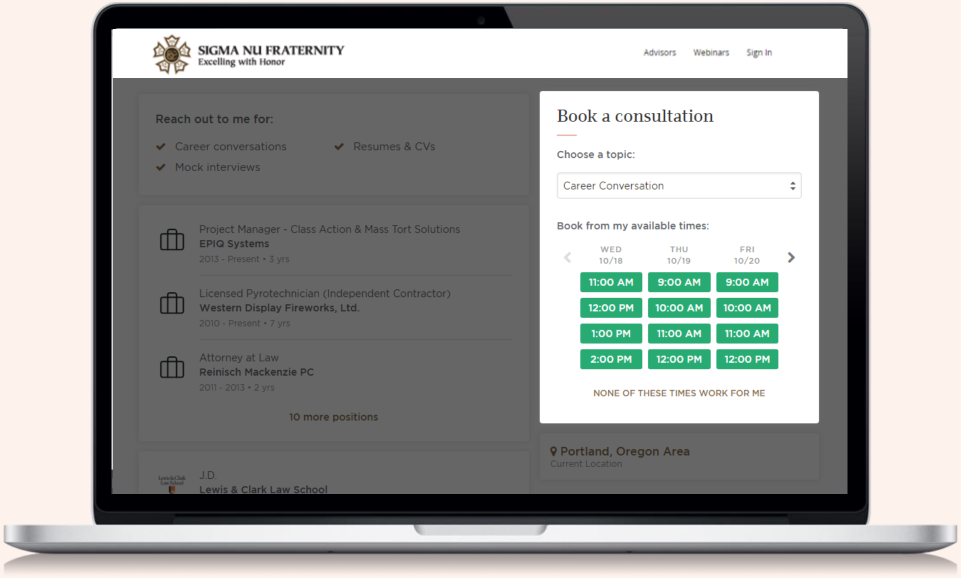
Search and select the right advisor

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



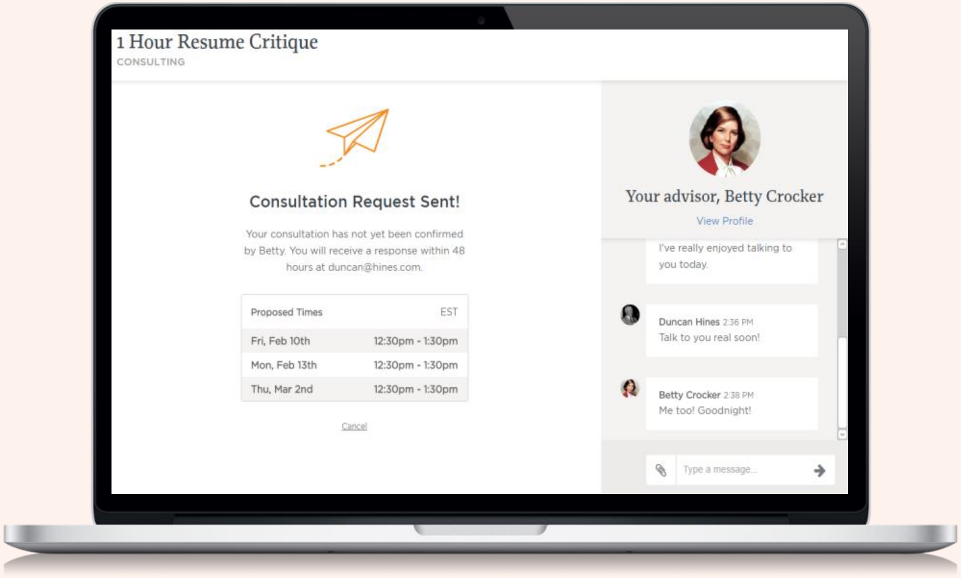
Book your consultation

- Select a time to connect with them under ‘Book a consultation’
- Fill out your information, outline what you’d like to get out of the consultation, and suggest additional meeting times
- Submit your request, verify the link sent to your email, and wait for the advisor to accept one of your suggested times



Connect with your advisor

- Your consultation homepage allows you to email your advisor and upload files in preparation for your session
- Dial in to the conference line provided to connect with your advisor at the scheduled time
- Provide feedback on your consultation once complete



Also available: webinars, on demand

Once you're logged on to the Sigma Nu Alumni Advisor Network, you have unlimited access to over 150 webinars in Firsthand's career webinar library. Discover new career paths, companies, and industries.

CAREER OVERVIEWS

PANELS

DEEP DIVES

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

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

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

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

Ready to build a network of successful alumni?

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SIGMANU.FIRSTHAND.CO