UMD ALUMNI ADVISORS NETWORK

This online advising portal enables you to seek career advice and information from University of Maryland alumni in a secure environment. It is easy to use:

- **Create Account** - Visit [www.umd.evisors.com](http://www.umd.evisors.com). Click on the red “Find Your Advisor” button, and then register as an Advisee with your UMD email address. You will need to create a password for your profile or you can register using your Facebook login.

- **Personalize Account** – Once your account is created, you will be prompted to input your contact information, upload a profile picture, enter your graduation date, and add a list of career goals including functions, industries, companies, and locations that interest you.

**Functions**

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**Services provided by Alumni Advisors**

- **Career Conversations**
  
  Take the hassle out of networking and talk directly to someone who’s been there and done that.

- **Resume Critiques**
  
  Have actual company and industry insiders critique your resume and/or cover letter.

- **Mock Interviews**
  
  Practice for your big interview with former company insiders who can tell you how to land the job.
Connecting with Alumni

- **Search** - Find alumni you’d like to connect with based on their organization, industry, or job function.
  - You can use the filters at the left or the Search box at the top.

- **Select** - Pick a person you’d like to consult with based on their profile, availability, and feedback.

- **Connect** – Set up a meeting by selecting “Book Now” for a career conversation, resume critique, or mock interview. This will take you to a 3-step form to book your consultation.

Tips for Contacting Alumni

**Career Conversations**

- Make sure that you are available during the agreed upon time.
- Be prepared to share information about your major, career interests and relevant experiences.
- See sample questions for your Alumni Advisor at the end of this handout.
- Express thanks to your Advisor for taking time to speak with you.

**Resume Critiques**

- [Attend a resume workshop](#) and have your resume critiqued in our office before submitting to Advisor.
- Make sure your resume has a clean format with no spelling, grammar or punctuation errors.
- Tell your Advisor where you want to work and what type of jobs you are seeking.
- You may wish to ask the Advisor specific questions about your resume’s suitability for their industry in terms of content, length and format, etc.

**Mock Interviews**

- [Attend an interview techniques workshop](#) before requesting a mock interview with an Advisor.
- Let the Advisor know what you would like to practice – certain question types, your use of slang or filler words, the clarity of your answers, etc.
- Upload your resume, cover letter, and details about your target job/career.
- Ask if your advisor needs any additional materials to prepare for your mock interview.
Frequently Asked Questions

How is this site different from Careers4Engineers?
You use Careers4Engineers/ Careers4Terps to find and apply for currently posted internships and jobs. The UMD Alumni Advisor Network is a tool for you to gather information and advice from UMD alumni about possible career paths. As such, note that direct questions like “Do you have a job for me?” or “How can I get hired by your company?” will not be appropriate.

How many alumni may I contact?
We strongly recommend that you contact one advisor at a time, to facilitate the scheduling of meetings and enable you to manage your contacts.

How will I “meet” my advisor?
The program does the work of connecting you with your advisor. First, you select an advisor and his/her time. The advisor then has 48 hours to respond whether or not s/he will be able to make the time. You will receive a reminder email the day before the scheduled meeting, including a bridge phone number to call. No personal phone numbers or emails are exchanged unless you and your advisor wish to do so during your meeting.

When I use the filters on the left side, why can’t I find anyone with my major?
Try using the other filters, like Function or Industry. If you don’t see a particular industry listed, click on “Add Industry” and start typing in the text box. Select a pre-populated industry name, and it will stay in your filter. You can also perform a keyword search to further tailor your search.

How many times may I contact an advisor?
You will have up to two opportunities per month to contact an advisor (assuming that the advisor is available). As long as both advisor and advisee agree to the professional relationship, it can continue indefinitely.

May I ask an Advisor for a contact in their HR department?
While there might be times that it is appropriate to ask this question, this should never be your first question to an advisor. Remember, this is a networking site, not an opportunity to “spam” alumni with your resume or questions.

I graduated last year. Can I still request an Advisor?
You may use Evisors for free as an advisee for one year after you graduate. After that, you must be a member of the UMD Alumni Association to continue using Evisors as an advisee.

What are the “credits” on my account?
This feature was part of the package that the UMD Alumni Association and the University Career Center purchased from Evisors. We are NOT using this feature so you can ignore this.

What is the ratings system?
The Alumni Association and University Career Center want to make sure that this program provides a quality experience for both advisors and advisees. The ratings system allows us to see who is using the system and what the user experience is like. On a rare occasion, an advisor or advisee may not meet our high quality standards. If that is the case, someone from the Alumni Association or University Career Center will be in contact with the alumni or student to discuss how they can make the experience the highest quality possible.

Sample Questions for Career Conversations
You can use this list as a guide when preparing your own questions.

### Work Environment
- How would you describe your work environment?
- How would you describe a typical day/week/month/cycle – regular duties, projects, etc.?
- What do you like most about your job? What would you change if you could?
- What is the most rewarding part of your job? Least rewarding?
- How much flexibility are you allowed in your job (hours, vacations, dress, etc.)?
- Does the organization have a mission? If so, how does it fulfill that mission?
- How much autonomy do you have on the job?
- How are you made aware of supervisory expectations?
- What portion of your job involves interacting with others, including co-workers & clients?

### Job Requirements and Experience
- What college courses have been most helpful to you in your position?
- Is there special certification, licensing, or an advanced degree required for your job?
- What personal qualities do you see as important for success in this job?
- How much outside or overtime work is required? Nights? Weekends?
- Is much travel involved in your job? If so, how much and what type?
- What are the toughest problems you deal with?
- Are there other industries, sectors, or roles to which you think my skills and abilities would transfer readily?
- Describe a typical day/week that you experience in the role of an __________.
- How do most people enter this field?
- What type of position in this field might I reasonably target given my background?

### Advice/Leads
- If you were in charge of hiring someone to assist you in your work, what criteria would you use to make your selection?
- Are there any professional groups in the field that you would recommend I join?
- Can you refer me to any other people in the field who might be willing to talk with me about their experiences?
- Do you know of any co-op or summer employment opportunities that would benefit me?
- Have you heard of any events or developments that suggest a particular company might have a need for someone like me?
- Are there any particular companies or employers you feel would be good targets for my efforts?
- Can you think of anyone else I might talk to who has _________ experience or who has done a lot of _________ work?
- Of the people you know who have moved from staff jobs to management, who do you think might be most receptive to a request for a networking meeting/informational interview?
- What was the best advice you received when you started in this field?