BERKELEY-HAAS CAREER CONNECT

ADVISOR REGISTRATION

Berkeley-Haas Career Connect is a powerful online platform that facilitates one-to-one career consultations among Berkeley Haas MBA students and alumni.

REGISTER
To register, you will go to the platform and complete the five-minute registration process. We recommend importing your professional information from LinkedIn if you have a LinkedIn account, supplementing this information as necessary. Once entered, all of your personal contact information will remain private.

SELECT YOUR AVAILABILITY
A convenient calendar tool allows you to identify when you are available for consultations.

SHARE YOUR EXPERTISE
Once a student selects your profile, the platform takes it from there - from scheduling the phone meeting to receiving confirmation emails of the call. There are three ways you can share your expertise: career conversations, résumé critiques and mock interviews.

WHO CAN JOIN
All Haas MBA alumni are eligible and encouraged to volunteer to join the platform. If we cannot verify your connection to the school, we will reach out to request information on your affiliation before approving your profile.

If you are interested in using the system as an advisee, you can email us at careerconnect@berkeley.edu.

FREQUENTLY ASKED QUESTIONS

GENERAL QUESTIONS

1. What is Berkeley-Haas Career Connect?
Berkeley-Haas Career Connect is a powerful online tool that allows alumni to connect one-to-one with students and alumni for career conversations, résumé critiques, and mock interviews. Advisors can select the types of consultations they are willing to provide and all consultations are held over the phone.

2. **How will this platform help students and alumni?**
Berkeley-Haas Career Connect helps students and alumni find the expertise they need to fulfill their professional goals, practice for a big interview, and/or get insight into a particular career field or industry.

3. **How much does it cost?**
Berkeley-Haas Career Connect is free for all Haas advisors and advisees.

4. **Who can register as an advisor? As an advisee?**
Our advisors are Haas MBA alumni. Haas MBA students and alumni can both use Career Connect as advisees.

5. **What is Firsthand?**
Berkeley-Haas Career Connect is powered by Firsthand, a company founded in 2010 that specializes in career coaching technology. They run a public platform, Evisors.com, in addition to creating specific platforms for universities and business schools.

**FOR ADVISORS**

1. **What can I expect if I sign up?**
As an advisor, you will receive a profile on Berkeley-Haas Career Connect, viewable only by current Haas MBA students and alumni who have access as advisees. The online platform offers automatic phone calls, built-in-scheduling services, and a platform for file-sharing without revealing your last name, email or other contact information.

2. **What types of advice can I offer?**
You are welcome to provide any career-related advice that you think is relevant to your advisee. Everyone has valuable professional expertise from years of work and education. Whether they are interviewing for a job or internship or learning about a specific industry, students and alumni want your unique perspective. Advisees are responsible for letting the advisor know what type of information or advice they are seeking. Feel free to ask your advisee for additional clarification on his or her needs and interests in advance of the conversation.

3. **How is my privacy protected?**
Berkeley-Haas Career Connect and Firsthand takes the privacy of its advisors very seriously. At no point is your phone number or email address given. Students can contact you in advance, share files
and schedule subsequent meetings by using their consultation home page that routes everything through our system and protects your privacy.

4. When should I expect my first consultation?
Your advisor profile will be "live" once it is complete, so you may receive a request any time after registering. You will be notified by email if you receive a consultation request. You can increase traffic to your profile in a number of ways, including adding a clear profile photo and adding detailed descriptions of your skills and experience.

5. How should I prepare for my first consultation?
The meeting request you receive by email from Career Connect will have some suggested meeting times based on the preferred times listed in your profile. This meeting request will also include details about the type of advice the advisee is looking for (e.g., mock interview for investment banking). Once you accept the meeting request for a specific time, Career Connect will send you a calendar invitation.
In preparation 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 home page (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.

6. What is the cancellation policy?
An advisor can reschedule a meeting as long as it is accepted by the advisee and it is at least 48 hours in advance of the session.

7. I forgot my password. How do I reset it?
Please visit the platform login page and click ‘Recover Password’ and submit your email address to receive a link that will allow you to reset your password.

8. What to do if you are calling from a country not listed in the conference codes?
At the time of your call, log in to your consultation page and use the “Call your number” feature at the bottom of the list of countries with their conference phone numbers. Enter your local phone number and the system will connect you with your advisee using your local phone number thereby avoiding additional phone charges.

9. What if I want my profile hidden or removed?
To hide your profile, you can set your profile to ‘Out of Office’ in your settings when you’ve logged into your account where you can select a specific time frame to hide your profile. To delete your profile, please email: careerconnect@berkeley.edu.

10. How can I share feedback with Haas about my advising experience?
Feedback from advisor to advisee typically occurs within the consultation and remains confidential. If you have a concern about a particular advisee that you would like to voice to us, you may do so by sending an email to: careerconnect@berkeley.edu.

11. How can I limit the number of requests for consultations that I receive?
As an advisor, you can limit the number of consultation requests that you receive per month. Once you hit your limit, your profile won't show up in search results or be available for requests until you enter a new 30-day period. You can set up this limit when you register or any time you log into your account to update your profile.

You are also welcome to reject any specific requests for consultations that you receive, especially if you feel like another advisor is likely to be more useful to an advisee that you can be. If this is the case, simply decline the request and provide a reason to the advisee requesting the consultation.

12. Where on my profile should I discuss the ways in which I can be most helpful to students and alumni?
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, as they enable advisees to choose more suitable advisors and to ask more educated questions.

13. I do not identify with any of the function options in the platform, yet the function field is required. How can I ensure that advisees will be able to find my profile?
Note that many advisees will be searching the platform not just by industry or function, but by keyword. We therefore recommend sprinkling relevant keywords throughout your profile. Possibilities for keywords include more specific job functions or industries (e.g. sustainability, venture capital, impact investing, etc.); or subsets of students/alumni you are most interested in advising (e.g. LGBTQ, Latino students, working moms, etc.).

14. How do I see attachments sent to me by students via email vs having to log into system?
The only way to view attachments is to log on to the consultation home page first as they do not come attached in the email.

15. How do I respond to requests via email vs only selecting yes/no on the times offered?
Within the email request, the advisor has the ability to accept, decline, or suggest a new time for the student, however if they wish to communicate with them via email, the advisor will need to log in to their consultation home page and select 'Send Email' (on the bottom right of their home page) to send an email to the student - this ensures that all communication is routed through our system and that no email addresses are shared between the two parties for privacy reasons.