



Peer to Peer Platform @ IE

Advisor User Guide

May 2020



The next generation of IE (students and alumni) is asking for your help

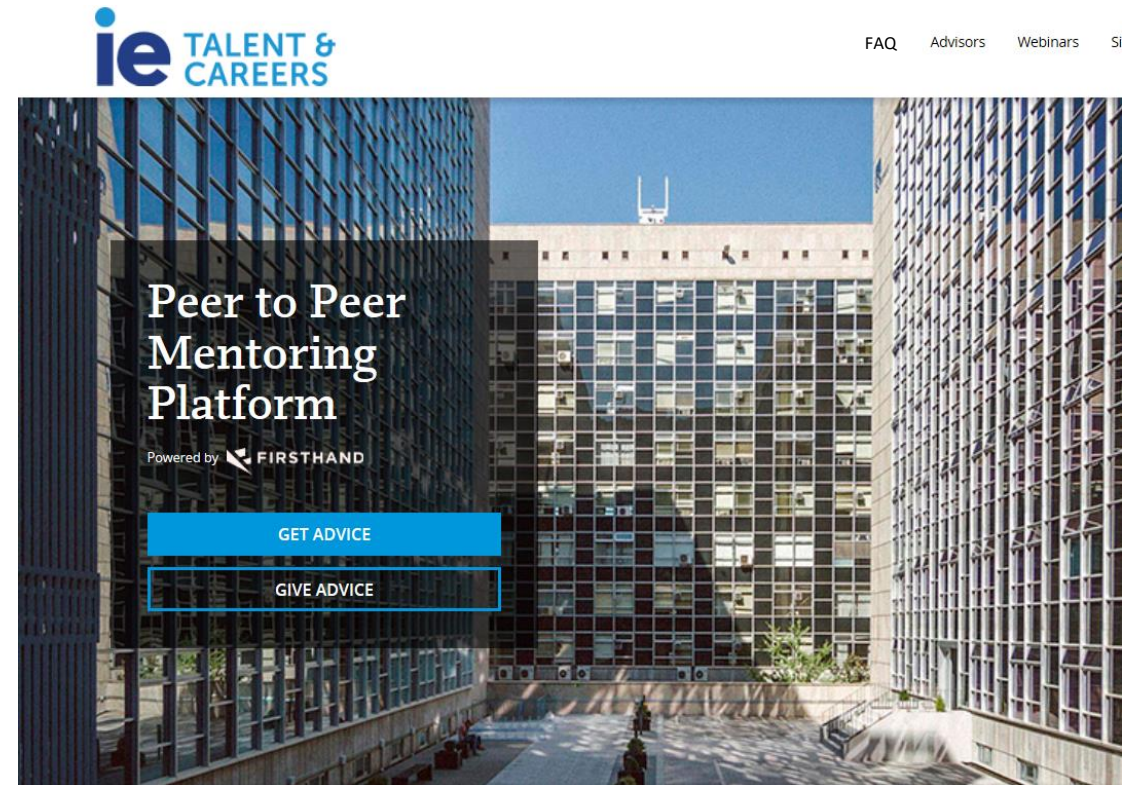


Why join?

- **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
- **Access to webinars** that matches own needs
- **Opportunity to network yourself**

Register as an advisor

- **Since April 2019 we are using Firsthand**, we have more than 1.000 advisors after a trial period and now we are trying to push it now
- Visit ie.firsthand.co and click 'Give Advice'.
- **Create your profile** within minutes by registering with your LinkedIn profile
- **Specify the types of advice** you'd like to offer, **how and when**
- **Modify preferences** at any time
- **Power by Fistrhand**, the #1 alumni engagement and mentoring platform



You can decide number of consultations per month and if you want to work with students/alumni from other schools



Edit availability

Exposure

Preferred Times

Calendar Sync

Out of Office

You can decide if you want to advise students from other schools

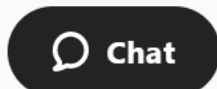
You could get a gratification when advising students from other schools

Exposure

Advisors can opt into giving free and reduced-price consultations for advisees on university platforms - including their own school's, if it exists.

Consultations per month

ALUMNI & STUDENTS OF	CONSULTS	RATE
Schools I'm affiliated with	Unlimited	Free
Other schools	0	Free
	0	\$20/hr
	0	\$40/hr
On Evisors.com	0	\$ 0 /hr
		<input checked="" type="checkbox"/> USE SMART RATE



Connect with students

- **You will receive an email** from the platform, when you get a consultation request
- **Accept, decline or suggest new times to meet** for the advisee to choose from
- **You can communicate with the advisee** through the platform 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

1 Hour Resume Critique CONSULTING



Consultation Request Sent!

Your consultation has not yet been confirmed by Betty. You will receive a response within 48 hours at duncan@hines.com.

Proposed Times	EST
Fri, Feb 10th	12:30pm - 1:30pm
Mon, Feb 13th	12:30pm - 1:30pm
Thu, Mar 2nd	12:30pm - 1:30pm

[Cancel](#)



Your advisor, Betty Crocker

[View Profile](#)

I've really enjoyed talking to you today.



Duncan Hines 2:36 PM
Talk to you real soon!



Betty Crocker 2:38 PM
Me too! Goodnight!



Type a message...



See your dashboard and manage your profile



Advisors

Jobs

Webinars



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
- view and manage past and current consultations

Edit profile

Personal Info

- About Me
- Education
- Work Experience
- Groups
- Career Goals

Personal Info

FIRST NAME*
Caitlin

LAST NAME*
Quan


EMAIL*
caitlin@evisors.com

PHONE NUMBER (OPTIONAL)
+1 (347) 555-0100

RECEIVE TEXT MESSAGE REMINDERS.
NORMAL TEXT AND DATA RATES APPLY.

CURRENT LOCATION*
New York, NY

LANGUAGE(S)
✓ ENGLISH


[UPLOAD A PHOTO](#)

You can choose the Advice you want to give



Advisors

Jobs

Webinars



How I can help

Advice

Opportunities

Job openings

Advice

People can ask for my advice on these topics:

CHOOSE ALL THAT APPLY

Select Career topic



Select Academic topic



Select Startups & Business topic



Select Admissions topic



You can choose the Advice you want to give

Career Topic

- Career Conversation
- Resume / CV critique
- Mock Interview
- Job Search
- Cover Letter Critique
- LinkedIn Profile Critique
- Portfolio Review
- Case Interview
- Informational Interview
- Product Manager Interview
- Coding Interview
- Transitioning from School to Work
- Charting a Career Path
- Salary Negotiation
- Work-life Balance
- Re-entering the workforce
- Retirement Planning
- Being Successful at work
- Changing Careers

Startups & Business topic

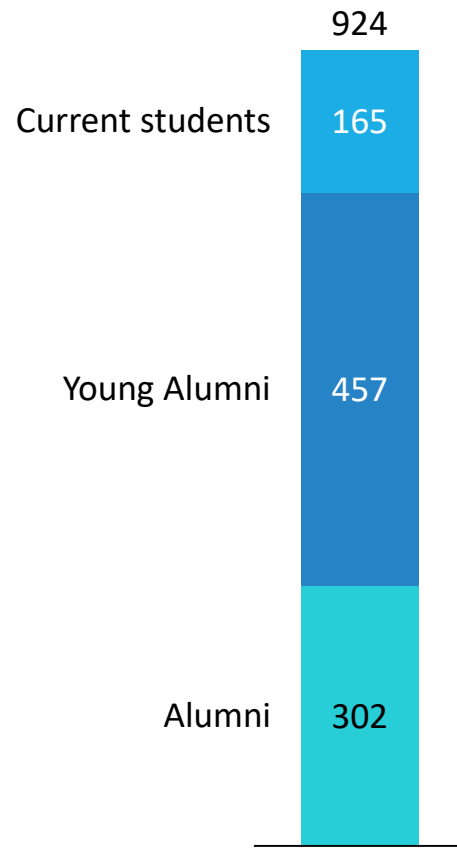
- Industry Insights
- Business Plans
- Fundraising advice
- Founding Team Assembly
- Leadership advice
- Product Management advice
- Sales advice
- Marketing advice
- Product design advice
- Strategy advice
- Finance advice
- Engineering management advice

Opportunities

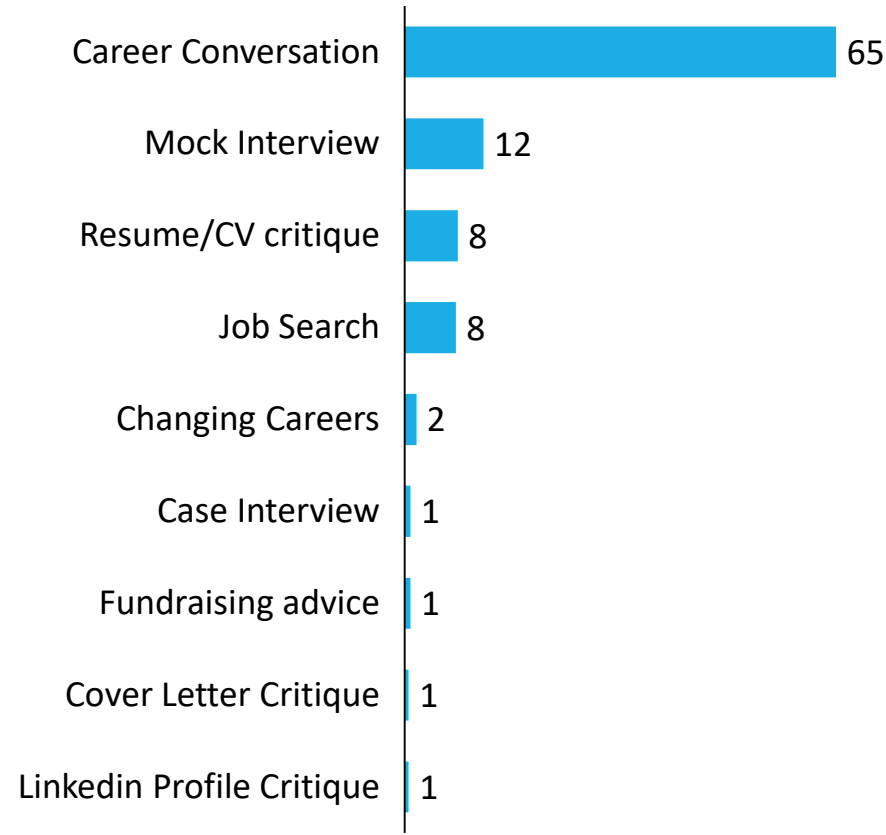
- Job Shadowing
- Job Openings
- Volunteering
- Partnering
- Serving on a Board

Some statistics for IE since October launch

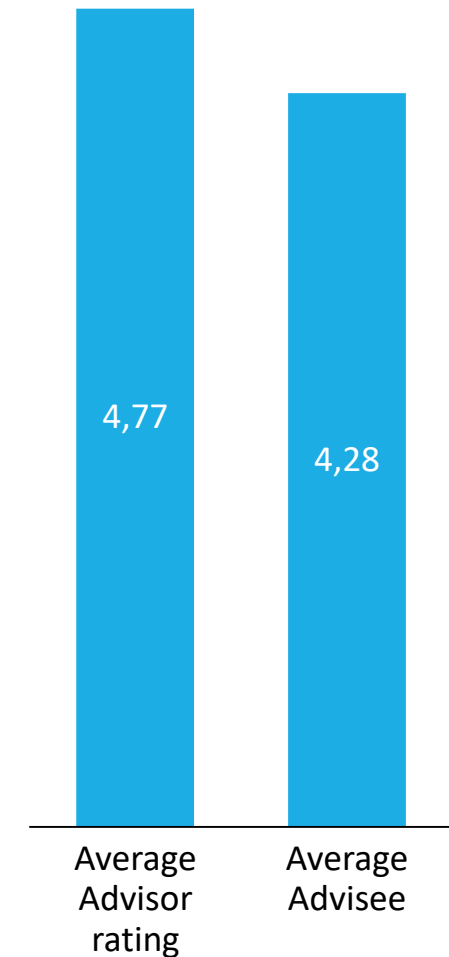
Type of users



Type of consultations

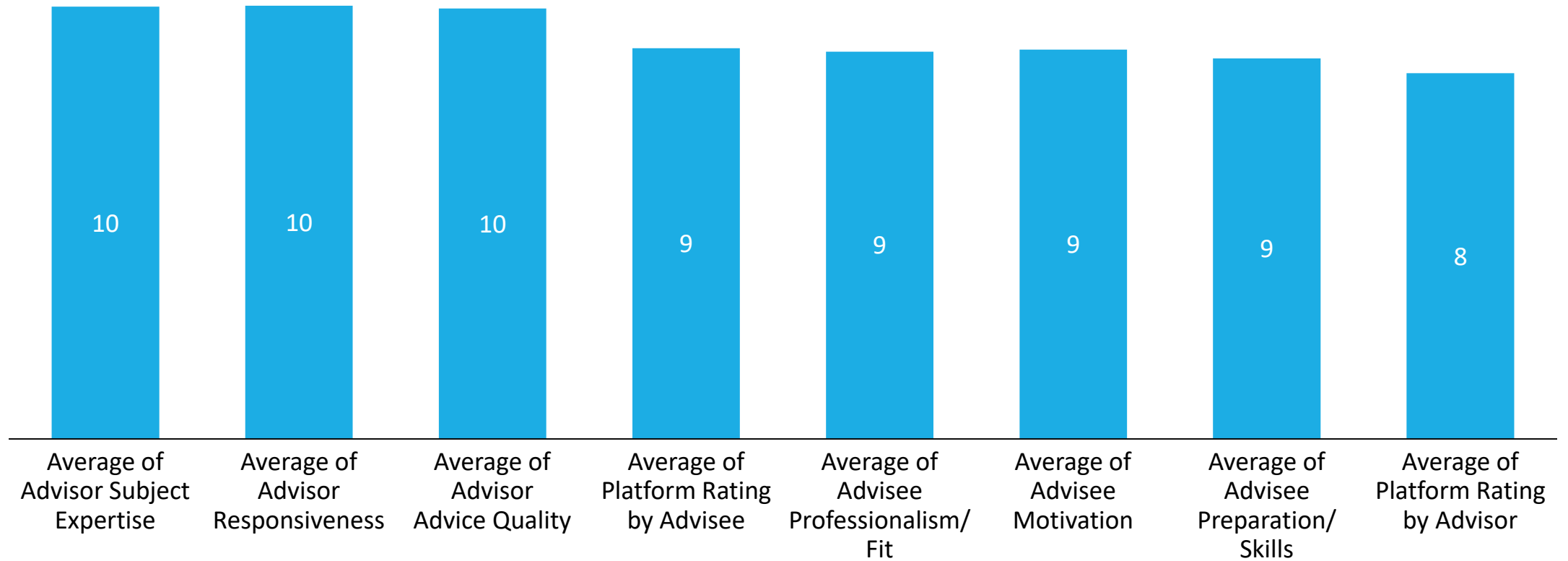


Advisor / Advisee Rating (Max 5)



Great feedback so far

Average rating (Max.10)



Some quotes

“John takes a highly professional approach to mentoring. He gives practical advice, that is both relevant and insightful to advance your career choices. Patrick has been very quick in accepting the invitation and answering my questions in the chat room prior to our meeting. The interview has been very helpful and open. Patrick answered all my questions straightforward and added some advice on top of them. Really appreciate this experience and would recommend him to anyone who is seeking valuable advice and efficient action plan. Thank you “John!”

“Peter really helped me to improve my case structure. We first had a 40min case discussion, followed by really good and valuable feedback. Jan really helped me to improve my weak points. I would definitely recommend to book a meeting with him.”

“Joan came in with lots of industry specific insights that were helpful to me as I navigate a career pivot. His pragmatic, yet encouraging feedback helped re-frame how I looked at the recruitment process, guided in fine-tuning my CV and which career experiences best to highlight. Overall, quite a fun and informative 30 minutes!

“Patrick was the perfect fit for my consultation about how to switch careers and enter the startup world. He was very knowledgeable and shared his experience as an entrepreneur, working for startups and also recruiting for startups. He showed interest and asked me the right questions to share advices, strategies, tips and tool I had not considered yet. He even quickly reviewed my LinkedIn profile while on the call. We'll stay in contact to review my CV before I start my applications!”

FAQ: What is mentoring – Who would I mentor

What does it mean to be a mentor?

- Mentoring is an opportunity to help someone by sharing your experiences and expertise.
- The specific shape of the relationship is up to you and can range from taking a phone call to inviting them to see where you work
- It is a rewarding experience that generally results in personal growth for the mentor as well as the mentee.

Who would I mentor?

- There are two types of mentoring at IE. The first is based around ad-hoc, one-off advice services that is open to all degree alumni and students, such as coffee chats, answering a question over email, application advice etc.
- The second is a more formal mentoring service that requires a minimum number of sessions and the assignments are managed, based on specific student needs

Can I find a mentor for myself?

- As an alumnus/a, you can search and contact fellow alumni who are offering advice services on their mentoring profiles.
- Only students can access the advanced Alumni-Student Mentoring programme as a mentee.

FAQ: Level of commitment

What level of commitment is there?

- You decide exactly how much you feel comfortable offering through this service
- You can choose whether to take part in the formal, structured mentoring for students.
- Furthermore, you can choose to pause mentoring should things get too busy, where your profile will be hidden from searches during this time.

How many alumni/students should I mentor?

- A mentor can decide how many mentees s/he wishes to
- For those who are new to mentoring, it may be appropriate to engage with just one or two to begin with, monitor progress with them, and take on others as and when you feel comfortable to do so.

FAQ: Type of advice, profile, personal data

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 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

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

- We recommend filling out your headline and 'About Me' section to give advisees a better idea of what you can offer.
- Generally, the more details the better.

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.

FAQ: 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).
- You can accept or decline a mentee, dependent upon the information given by the mentee. If insufficient information is given initially, you may request more before making a determination.
- You can agree to have a more extended relationships, agreeing on follow-up meetings
- 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 advisee 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 advisee contacts you.

