

**DAVIDSON COLLEGE  
OFFICE OF CAREER SERVICES**

**Guidelines for Alumni Mentors**

Thank you for agreeing to serve as a mentor in the Davidson College Career Services eCareers system. Your registration as a mentor in the database is an invaluable resource for the College.

Career Services is committed to ensuring that your expertise is requested and used appropriately. These guidelines will help you understand what can and cannot be asked of you as a mentor.

**View of Alumni Profiles Shows the Possibilities of a Davidson Education**

Students can browse the profiles of people in the database and search a variety of fields, some of which include: keywords in your profile, your major, employer name, graduate degree, geographic location, and involvement in clubs and organizations while a student at Davidson.

Reading alumni profiles can demonstrate the value and applicability of the liberal arts education to students who are wrestling with the decision of an academic major or exploring career paths.

Students may also contact you for advice and information related to the material in your profile.

Faculty and staff may contact mentors for help with programs, including career panels, mock interviews and resume critiques.

**Contacting Alumni for Advice and Information**

Students are encouraged to contact alumni mentors to:

- Ask for advice on the graduate school admissions process
- Gain insights into a particular industry, career field or organization
- Seek career advice on a job/internship search including how to find job leads, interviewing tips in a specific industry, or suggestions for improving their resumes
- Find out relocation information about a specific area
- Ask for recommendations of additional contacts

**Inappropriate Use of Alumni Contact Information**

When contacting alumni, students are instructed not to ask directly for a job or internship, not to solicit alumni donations for personal or college business, and not to use information for charitable, commercial, political or professional use.

If at any time you work with a student, alumni or other Davidson contact who behaves inappropriately in their request of you or your colleagues' expertise, or who presents themselves unprofessionally, please contact Career Services Director John Adams ([joadams@davidson.edu](mailto:joadams@davidson.edu), 704-894-2492).

Because Davidson alumni are the College's best resource, it is important that any inappropriate behavior be addressed to avoid having a small number of offenders jeopardize this important network. The Career Services staff, as part of the educational mission at Davidson, is committed to teaching students how to plan and pursue career paths throughout their lives. The process of effective networking is critical to students' current and future success.

Thank you again for your involvement as a mentor and your ongoing commitment to Davidson College.