

Alumni Hire a Flyer Instructions *Alumni Career Network Module*

Note: These instructions assume that you have already been approved and released into the system. If this is not the case, please read the “First Time / Overview” instructions located here: <http://careers.udayton.edu/instructions.asp>

1. This module is available to help current students network with professionals in the field. Everyone who is listed in this database are UD Alumni who have volunteered to help advise students. What you can do as an alum, is contact these people ask them how they went about their job search, what exactly they do at their jobs, or even advice on what employers are looking for in today’s market.
2. Shown below is the search screen listing all the criteria you can search. The most commonly used are Job Function, Degree, and Location.

[Mentor Search](#)

Please select applicable criteria below to search for jobs that match your objectives.
For multi-select criteria, hold down CTRL while you click to select more than one.

Note: Keyword will search against the mentor's employment information and education history including majors studied. Employer name is not included in the keyword search as it has it's own search field.

The screenshot shows a web form titled "Mentor Search". At the top right are "Search" and "Reset" buttons. The form contains several input fields and dropdown menus:

- Keywords:** A text input field.
- Employer Name:** A text input field.
- Industry:** A dropdown menu with options: Accounting, Advertising/Marketing, Aerospace, Agriculture.
- Job Function:** A dropdown menu with options: Account Management/Planning, Accounting/Auditing, Actuarial, Administration.
- City:** A text input field.
- State:** A dropdown menu with options: AK, AL, AR, AZ.
- Country:** A dropdown menu with options: Canada, Mexico, USA.
- Degree (most current):** A dropdown menu with options: Associates, Bachelors, Certificate, Masters.
- CoCurricular Activities:** A dropdown menu with options: Academic Honor Society, Community Service Organization, Intramural/Varsity Sports, Music/Theatre/Dance Group.

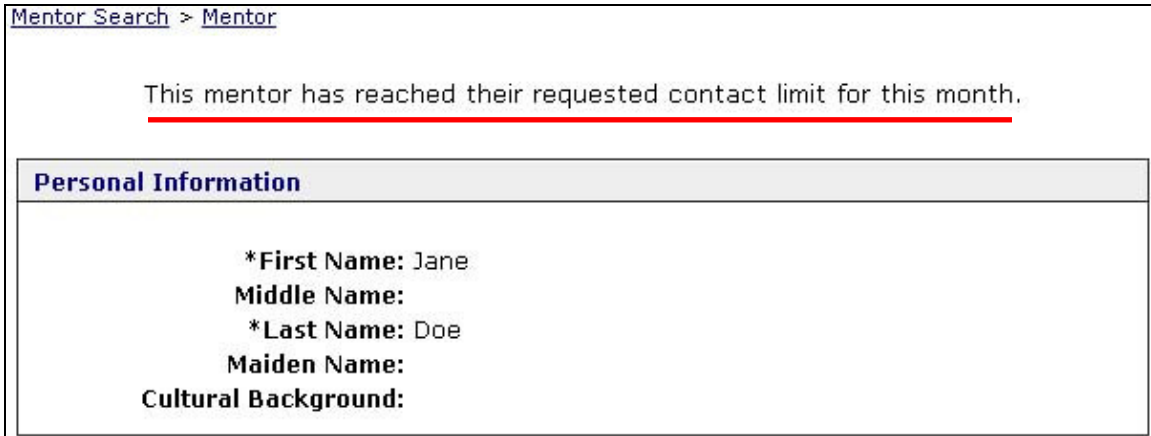
At the bottom of the form are two more "Search" and "Reset" buttons.

3. When you enter your search criteria and click Search, the list of alumni who match your criteria will be shown. Clicking on the alum’s name will bring up their details.

<next page>

4. Some alumni will place a limit to the number of students that they wish to have contact them each month. In **Ex1**, it shows someone who has reached this limit and has their contact info hidden. In **Ex2**, you can see an extra button at the top. This means that the alumni hasn't reached his/her limit and you have the option to contact them. Clicking this button will expose their full contact info.

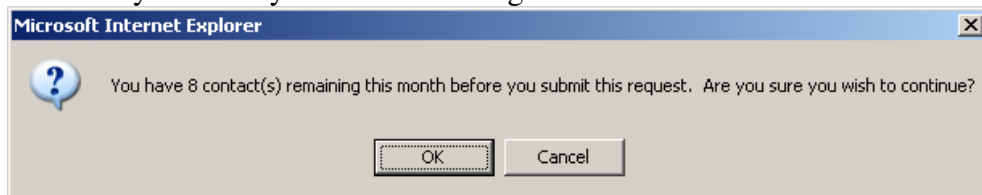
Ex1



Ex2



5. Before you decide whether or not to get someone's contact info, you should be sure that this really is someone who could benefit you based on employment and education history. Every student has a limit to the number of contacts they can use each month. When you click the Contact Mentor button, a confirmation box appears which reminds you of how many contacts you have remaining.



6. If you run out of contacts for the month and would like more, please contact a career advisor and they may grant you additional contacts.