

THE CITADEL MENTORING NETWORK

Information for Mentors (Alumni & Friends of The Citadel) and Mentees (Students & Alumni)

The Citadel Mentoring Network is a service of the Career Center and accessed through *The Gate*, the online job board and resume database. Citadel Alumni and Friends of The Citadel (non-Citadel graduates) are invited to serve as Mentors to current Citadel Students and other Alumni. Current Citadel Students and Alumni are invited to use The Citadel Mentoring Network to identify an appropriate Mentor for their career development.

Please Note: The Citadel Career Center makes every effort to encourage responsible use of the Mentoring Network by Students (and Alumni). All Mentees are expected to use common courtesy and apply the utmost professionalism when engaging in all Career Center related activities. We, however, cannot supervise every contact between Mentees and Mentors. Additionally, The Citadel Career Center tries to allow only legitimate Alumni and Friends of The Citadel to serve as Mentors through The Gate. While the Career Center must approve all Mentor Profiles, we cannot do a complete check into the individual's background or take responsibility for a Mentor's actions. The Career Center does not endorse any particular Mentor. It is up to all users of The Citadel Mentoring Network to use reasonable judgment and courtesy when contacting one another. In the unlikely event that a problem is encountered, please notify The Citadel Career Center promptly.

Mentors

Non-job seeking Alumni & Friends of The Citadel may create their Mentoring Network Profile using the following steps:

1. Visit www.citadel.edu/career_services and click on the picture of **The Gate** (right column).
2. Select **Alumni**.
3. Select **Mentoring Network** to complete a **Mentoring Profile only**.
4. Select **Join Our Mentoring Network** (password is **CITMENTOR**).
5. Select **Add My Mentoring Profile**.
6. **Enter Your Mentoring Profile and Save**.
7. **Update Your Mentoring Profile** as needed by returning to #3.

Mentors

Job seeking Alumni may create their Mentoring Network Profile using the following steps:

1. Visit www.citadel.edu/career_services and click on the picture of **The Gate** (right column).
2. Select **Alumni**.
3. Need to register with The Gate? Select **Register Now** to create your own **Home Page** with **Alumni Central**.
Already registered with The Gate? Select **Alumni Central** and **Login**.
4. From your **Home Page** with **The Gate**, Select **Post My Profile in the Mentoring Network** (password is **CITMENTOR**).
5. **Enter Your Mentoring Profile and Save**.
6. **Update Your Mentoring Profile** as needed by returning to your **Home Page** with **The Gate**.

Mentees

Citadel Students & Alumni may search the Mentoring Network Profiles using the following steps:

1. Visit www.citadel.edu/career_services and click on the picture of The Gate (right column).
2. ****Select Students OR Alumni (as appropriate). ****
3. **STUDENTS:** Search for Mentors (password is **CITSTUDENT**).
- ALUMNI:** Search for Mentors (password is **CITMENTOR**).

****Please Note****

1. **Citadel Students** must be registered to use **The Gate** and access the **Mentoring Network to Search the Profiles** through their **Home Page** via **Student Central**.
2. **Citadel Alumni** must be registered to use **The Gate** and access the **Mentoring Network to Search the Profiles** through their **Home Page** via **Alumni Central**. (Non-job-seeking Alumni who wish to search for mentors may create an account without uploading a resume).

Tips for using The Citadel Mentoring Network:

1. **Identify a Mentor by** selecting various criteria on the **Find Mentors'** page to include Location, Specific Employer, Job Type, Major, Degree, Graduation Year, as well as the type of assistance you seek through the **Mentoring Activities** and/or by similar outside interests you may share through the **Co-Curricular Activities** the Mentor participated in while enrolled at The Citadel or another similar institution.

As you decide which path to take, communicating with these Mentors will help you make good decisions. Please use their experience and advice to your benefit, by selecting and contacting the person(s) of most interest to you.

2. **View** Mentoring Network Profiles as "read only"; if the Mentor agreed to be contacted by email, you will have the option to click "Contact Me" and send an email message. It is up to the Mentor to decide if he/she would like to continue contact with a Mentee.
3. If you identify a Mentor who indicates that he/she is willing to "**speak at club meetings or programs**", ask the Mentor if you may share this with a club or organization of which you are a member (and indicate the exact organization by name and a possible event at which he/she may be interested in participating, if known). Once your organization determines an upcoming event at which the Mentor may serve as a speaker, formally invite the Mentor to do so.
4. **Ask questions** regarding the Mentor's chosen line of work, how to best prepare while at The Citadel (including coursework and leadership roles), and find out if you may shadow him/her for a day (i.e. during Winter Furlough or Summer Break) to get a better picture of what the job entails.
5. **Take advantage of your break at Winter Furlough to meet with a Mentor.** Plan ahead and you may be able to set up a meeting or a shadow experience for when you are on leave.