



**Quick Guide for MENTEES
Professional Careers Service**

ESADEALUMNI



Log into the ESADE Career Portal



Log into the **ESADE Career Portal** through the **ESADE Alumni** website.

On the following page, you will find both the **alumni access button** and a variety of tutorials to learn more about the platform.

→ http://www.esadealumni.net/ea/career_services/EsadeJobs



BENEFITS FOR ALUMNI

- A more user-friendly, modern design.
- The option of making your CV visible to recruiters.
- The ability to configure various "à la carte" job offers and choose when you want to be notified of them.
- The chance to become a mentor and/or mentee.

BENEFITS FOR RECRUITERS

- A more intuitive, user-friendly design.
- The ability to search for alumni by different professional-profile criteria.
- Convenient applicant-management tools.
- Enhanced features for monitoring the status of selection processes.

LOG IN!



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Create your profile



If you have not completed the **required fields for your profile** via the ESADE Career Portal, you will not be able to continue.

To use the platform, alumni must complete at least the required fields.

Complete your profile here!



A screenshot of the ESADE Career Portal interface. On the left is a dark blue sidebar menu with the ESADE logo at the top. The menu items are: Home, Jobs, Profile (highlighted with a red box), Documents, Events, Companies, Surveys, Resources, Calendar, and My Account. The main content area has a search bar at the top. Below it is a user profile card for 'CG' with a 'Profile 20% Complete' indicator and a 'Create your resume now' button. A 'News Feed' section below that shows 'There are currently no announcements or notifications to display.' On the right side, there are two panels: 'Getting Started' with a checklist of 'Account Created', 'Personal Profile', 'Academic Profile', 'Privacy Settings', and 'CV'; and 'My Shortcuts' with links to 'My Activity Summary', 'Request an Advising Appointment', 'CV Builder', 'Career Finder', 'Jobs I Qualify For', and 'Events on campus'.

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Click on the “Mentoring” tab



The “Mentoring” tab is the programme’s main tool. When you click on it, you will be shown a **list of mentors** you can contact.

HERE!

The screenshot shows the ESADE Mentoring interface. On the left, a navigation menu lists various options, with 'Mentoring' highlighted in red. The main content area features a search bar with a 'DETAILED SEARCH' tab highlighted in red. Below the search bar, there are filters and a list of mentors, with the first mentor 'Ignasi, VP Business Development' highlighted in red.

Use the filters to find a suitable mentor

Click on a mentor’s name to view his or her professional profile

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Reach out to the mentor



The screenshot displays the ESADE Mentoring platform interface. On the left is a dark blue navigation sidebar with the ESADE logo and a search bar. The main content area shows the profile of Ignasi Aguiló Batllo, an Alumni Mentor. The profile includes a search tip, contact information, and a detailed job history for 'Genral Manager Iberia'.

Field	Value
Name	Ignasi
Academic Profile	Graduation Date: August 2006
Job Title	Genral Manager Iberia
Position Type	0-3 years
Years with Current Company	2
Is this your current job?	no
Job Start	01-01-2010
Job End	01-01-2011

At the bottom of the profile, there are two buttons: 'INTERESTED' and 'BACK'.

On the next screen, tell the mentor why you would like to contact him or her and click [Send]



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Wait for the mentors to contact you



Wait for the mentors to contact you. When they do, **you will receive an e-mail.**

They will reply directly to your e-mail, allowing you to continue your correspondence by that means.

If the mentor feels that he or she can help you and that you are a good match, **you will be able to start the mentoring process.** You and the mentor will set the limits of your collaboration; the mentor will always decide on the level and **amount of information** to be provided.

If you do not receive an answer, please contact the Professional Career Service: alumniareemadrid@esade.edu.



We will monitor your progress



To make sure that both mentees and mentors follow the programme's rules and that the matches are good, as well as to see whether programme participants are satisfied or have had any problems, **we will monitor all participants' progress.**

On the website, you will find the full guidelines for making proper use of the programme and additional information on **what it means to be a mentee.**

→ [Click HERE to go to the website](#)

Likewise, **do not hesitate to call or e-mail us** should you have any questions or problems or require additional information.

alumnicareerMadrid@esade.edu

Phone: 912 52 68 53



Visit us at:

http://www.esadealumni.net/ea/career_services

ESADEALUMNI