



Quick Guide for MENTORS Professional Careers Service

ESADEALUMNI

1

Log into ESADE Career Portal



Log into **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!



Access for
alumni members



Access for
recruiters



2

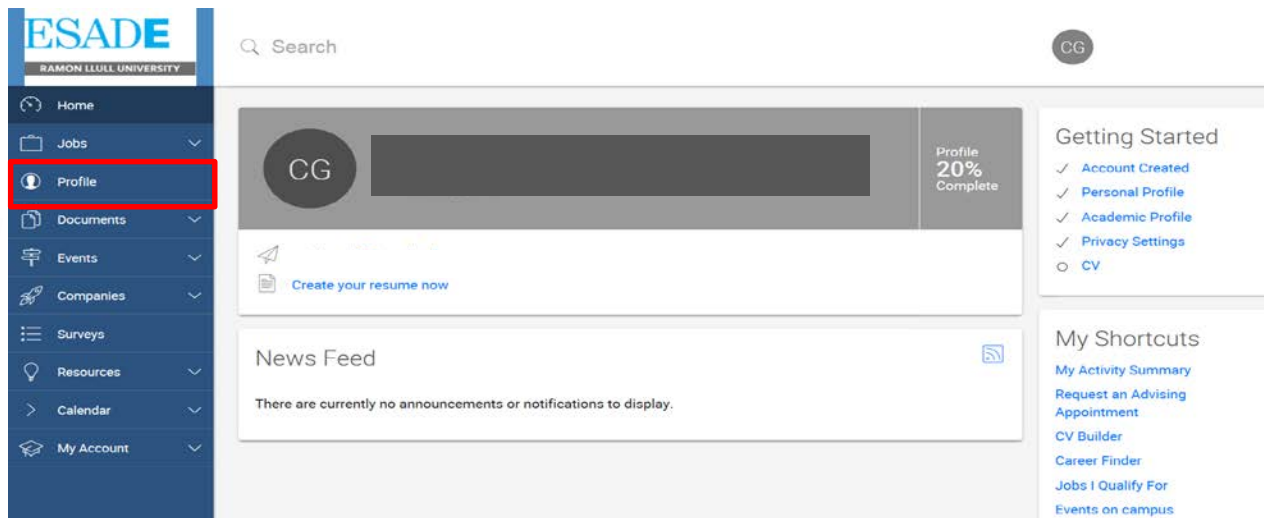
Create your profile



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!*





Click on the “Mentoring” tab



You will find your profile on the “Mentoring” tab.

As a mentor, you must choose the settings you deem appropriate to enable mentees to find you and see if you are a good match.

HERE!



Home / Mentoring / Mentor Profile

Mentoring

[SAVE CHANGES](#) [CANCEL](#)

* indicates a required field

Mentor Registration

Active *

Make my professional network profile active.

☒ yes ☐ no

Max. # of students

Please express the max. # that can express interest. This number must be more than 1.

Interested Mentees

No records found.

To view Excel files, you may need [Excel Viewer 2003](#)

4

Wait for the mentees to contact you



Once you have saved your mentor settings, **you will be included in the list of mentors.**

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

To reply to them, you must log into the platform and send an e-mail.

Reply to the mentee here. If you come to an agreement... Start the mentoring process!



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 mentor.**

→ **[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.

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Visit us at:

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

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