Appointment Preparation Policy

To have a successful appointment, receive appropriate class credit, and avoid a no-show fee due to unpreparedness, you are responsible for completing and bringing the following for your mentoring appointment:

A. Fill out and bring a hard copy of your completed 'Know Your Audience'* (KYA) guide.

*Choose a real or hypothetical internship or job that you will or could be applying for in the near future. Conduct research on the position and company. Then record the information in the guide. The KYA guide, as well as guidelines for résumés, cover letters, and interviewing can be found at: http://www.byui.edu/CareerServices/Student_Resources.htm

B. Comply with the following appointment requirements, as stated below:

i. Mentors automatically provide a ‘proof of service’ coupon to every student who successfully completes a mentoring appointment. If any, please bring any additional paperwork your professor would like to have filled out.

ii. Arrive 5 minutes before your appointment start time and wait for the mentor to invite you in.

In addition to your completed Know Your Audience (KYA) guide:

**Résumé Review:**
✓ Bring a hard copy of your résumé draft
✓ Any résumé guidelines given to you by your professor (if applicable)
✓ Any paperwork that your professor would like to have filled out at your appointment (if applicable)

**Cover Letter Review:**
✓ Bring a hard copy of your cover letter draft; résumé is optional
✓ Any cover letter guidelines given to you by your professor (if applicable)
✓ Any paperwork that your professor would like to have filled out at your appointment (if applicable)

**Practice Interview:**
✓ Dress professionally (as you would for a real job interview)
✓ Bring 2-3 questions to ask the interviewer about the position (as one would for a real job interview)
✓ Any paperwork that your professor would like to have filled out at your appointment (if applicable)
✓ Résumé is optional