

# BYU-IDAHO CAREER PREPARATION SERVICES



## OVERVIEW OF MENTORING SERVICES

- **FREE** career preparation mentoring services are available for all BYU-Idaho students and alumni at any of our four campus locations: 230 Kimball, 246 & 248 Rigby, and 233 Benson. Students can meet one-on-one with a trained career preparation mentor to learn and apply principles for writing effective résumés and cover letters, and interviewing successfully. Mentoring hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Each appointment type is 30 minutes in length.

## SCHEDULING YOUR MENTORING APPOINTMENT(S)

- **Schedule Mentoring Appointment(s) Early:** Students should schedule their appointments several weeks in advance. In order to be guaranteed an appointment, those utilizing our services to fulfill a class requirement **must schedule their appointment(s) by the 2<sup>nd</sup> Friday of the semester.** **Block class students must schedule their appointment(s) by the 1<sup>st</sup> Friday of the block.**

**NOTE:** Students should have the following information ready when scheduling an appointment:

Name	I-number	BYU-I e-mail address	Daytime phone number
Major	Year in school	Class & Instructor (if relevant)	Type of appointment(s)

- **Scheduling Instructions:**

**OPTION 1.** Access the 'Career Prep Mentor Scheduler' through your [mybyui.edu](http://mybyui.edu) account.

Go to [www.byui.edu](http://www.byui.edu) and log in to my.byui.edu. Continue by selecting the 'Services' tab at the top of the page and then selecting 'Career Prep Mentor Scheduler' under the 'Related Links' section on the right side of the page.

**OPTION 2.** Access the 'Career Prep Mentor Scheduler' through Career Navigator.

Go to [www.byui.edu/CareerServices](http://www.byui.edu/CareerServices) and select 'Career Navigator' (CN) under the 'Students' column. Log in using your BYU-I username and password. (**Note:** If you have not yet created a CN profile, you will need to do so). You will then be taken to your CN home page. Click on 'Schedule a Resume Review or Practice Interview' under the 'quicklinks' column.

**Using the Career Prep Mentor Scheduler:**

- **If you have not yet registered with the 'Career Prep Mentor Scheduler' system, please do so before attempting to schedule an appointment.** (**Note:** This is different than creating a CN profile).
- Once you have submitted the registration information or logged in using your user name and password, you will be taken to the 'Make Appointments' screen. Carefully read and select your desired appointment details. On the next page, double click on your desired appointment start time.

**Note:** You can navigate to different days by using the "+" and "-" buttons or the calendar icon.

- On the next page, provide the requested information. Before continuing, **read the No-Show & Cancellation, Appointment Preparation, and Dress & Grooming Standards Policies entirely.** Once you have read these policies, click the box to the left of each policy to verify that you have read, understand and will comply with them. **The success of your appointment requires your adherence to these policies.**

**Note:** If you are scheduling an over-the-phone (OTP) appointment for an online class, make sure you carefully read and follow the special instructions for this type of appointment as well.

- Review your tentative appointment type(s), date, time, duration, mentor, and location for accuracy. Make any necessary changes by selecting the 'Appointment Options' tab. Secure your appointment by selecting the 'Make Appointment' button. A **confirmation e-mail** will be sent to your BYU-I e-mail account. A **reminder e-mail** will be sent one day prior to your appointment.

**Note:** If you do not find your appointment listed under the 'My Appointments' tab and do not receive a confirmation email, it has not been scheduled. For help, call (208) 496-2176 or come to 230 Kimball.

## PREPARING FOR YOUR MENTORING APPOINTMENT(S)

- **Know Your Audience:** In order to receive full credit, all students are expected to conduct research for a real or hypothetical job or internship and to **complete the 'Know Your Audience' (KYA) guide BEFORE their appointment(s)**. The KYA guide can be obtained by visiting our mentoring services website or 230 Kimball.
- **Avoid No-Show Fees:** Students should arrive five minutes prior to their appointment(s) and wait for the mentor to invite them in. Students who are **more than five minutes late**, unprepared, do not show up, or leave early, will be charged a **\$12.00 'No-Show' fee to their I-Card, for each applicable 30-minute segment**.
- **Cancellations and appointment rescheduling must be done one business day (i.e. week day) in advance**, in order to avoid a 'No-Show' fee. For example, an appointment scheduled for Monday at 10:00 a.m. needs to be cancelled by the prior Friday, no later than 10:00 a.m. In addition, **school holidays are considered weekends and are not business days**. Students who have appointments on the day following a school holiday must cancel or reschedule it by the business day prior to the holiday, according to the same criteria already illustrated above.
- Online cancellations can be made up to three business days (i.e. weekdays) prior to the appointment. To cancel less than 3 business days prior to the appointment, call (208) 496-2176.
- **Dress Appropriately:** In order to encourage and preserve the culture of obedience and Spirit of Ricks at BYU-Idaho, we reserve the right to send home any student who does not comply with BYU-Idaho's Dress & Grooming Standards. Students sent home will be charged a \$12.00 No-Show fee for each 30-minute appointment.

## MAKING YOUR MENTORING APPOINTMENT(S) EFFECTIVE

- **Come Prepared:** Students should bring the following to their mentoring appointment(s) to receive full credit and avoid no-show or unpreparedness fees:

Résumé Review	Cover Letter Review	Practice Interview*
<ul style="list-style-type: none"> <li>▪ Completed KYA guide <b>(required)</b></li> <li>▪ Draft of résumé <b>(required)</b></li> <li>▪ Any résumé guidelines given to you by your professor</li> <li>▪ Any paperwork that your professor would like to have filled out at the appointment (if relevant)**</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed KYA guide <b>(required)</b></li> <li>▪ Draft of cover letter <b>(required)</b></li> <li>▪ Any cover letter guidelines given to you by your professor</li> <li>▪ Any paperwork that your professor would like to have filled out at the appointment (if relevant)**</li> <li>▪ Draft of résumé (preferred)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed KYA guide <b>(required)</b></li> <li>▪ Dress professionally, as one would for a real job interview <b>(required)</b></li> <li>▪ 2-3 questions to ask the interviewer about the position being sought, as one would for a real job interview <b>(required)</b></li> <li>▪ Any paperwork that your professor would like to have filled out at the appointment (if relevant)**</li> <li>▪ Draft of résumé (preferred)</li> </ul>

**\*Note:** Practice interviews are filmed and students receive a FREE DVD of their interview.

**\*\*Note:** Mentors automatically provide each student who appropriately prepares for and participates in a mentoring appointment with a coupon that can be used as proof of assignment completion.

## CAREER WORKSHOPS

- Students can learn to network and identify, analyze, and present their skills to potential employers, in a fun and comfortable classroom setting. Workshops are held from 6:00 p.m. to 9:00 p.m. on Tuesday and Thursday evenings and from 9:00 a.m. to 12:00 noon, one Saturday a month.

## CAREER MANAGEMENT SEMINAR

- Just prior to entering the job market, students can refresh and refine their job hunting skills. They will also learn about net worth, negotiating, and achieving success in the corporate world. Students must attend a Career Workshop **BEFORE** attending the Career Management Seminar.

Students can reserve a spot for an upcoming workshop or seminar by logging into 'Career Navigator' (found at <http://www.byui.edu/careerservices>), and then selecting 'Events' and 'Workshops.'

<http://www.byui.edu/CareerServices/mentoringservices>