

What is the purpose and goal of the RPS EMP?

The RPS EMP strives to connect alumni with Upper School students and young alumni who have an interest in a particular field or career and would like to learn more from an alum who works in the industry.

Our goal is to give you opportunities to gain career insights, knowledge and expertise in a given field by connecting members of our community.

What does the relationship entail?

Typically you will exchange emails, talk on the phone, and/or even occasionally meet in person. Alums may also be able to have you shadow them at their workplace unless they work in a proprietary or restricted environment such as a medical office.

If the alum is able to offer a more formal work experience they will let you know.

How do I get matched with an alum mentor?

Fill out [this](#) Google Form and the Alumni Department will begin the process of identifying an appropriate mentor.

How do I meet my mentor?

The Alumni Department will send you an email with potential mentor matches. Once you have selected your mentor and we hear back from you we will send a virtual introduction email.

What is expected of me?

Communicate effectively

- Check your RPS email regularly
- Respond in a timely manner

Make it easy on the alums that you are engaging

- Be respectful of their time.
- Share your topics in advance and make notes for yourself to guide you through the discussion.
- Don't ask questions where you could readily find the information elsewhere.
- Don't throw broad questions about your life in their laps, e.g., "What should I do with my career?"
- Relax and remember that alumni want to help, especially where you would clearly benefit from their unique opinion/experience. Often they're flattered to be asked.
- Send a thank-you note to your mentor to express your gratitude and if you used their advice productively, let them know.
- Provide feedback about your experience to the Director of Alumni Relations.

Represent well

- Be on time for phone calls, Skype sessions, in-person meetings
- Use communication appropriate language, for example, no text abbreviations in emails
- Dress appropriately for Skype and in-person meetings

Most important: Express your gratitude and, if you used their advice productively, let them know! Please keep the alumni office up-to-date about any connections.

What should I expect of my mentor?

Similarly, your mentor should be responsive with your communication, respectful of your time and involved!

Typical Process

Student

Students are introduced to the Alumni Department through the College Counseling Department (90%)
OR
Students come to the Alumni Department directly (10%)

Complete appropriate Google Form that will be shared with your Rutgers Prep email.

Students meet with alumni office for expectations, details, etc. Note: your parent permission slip must be turned in prior to matching you with an express mentor.



Alum

Alum is interested in becoming an express mentor.

Complete appropriate Google Form at www.rutgersprep.org/mentor.

We contact you via email with any potential matches, further questions, etc. Once we have a match we will let you know prior to the virtual introduction.



We virtually introduce mentor/mentee.