



What is 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 industry expert.

Purpose & Goal

Our mission is to provide career expertise and knowledge into any given field in which the student shows interest. While high school students are trying to gain insight into specific career fields and shadowing experiences, our young alumni may be looking for career advice and/or internship opportunities. We also understand your time is valuable; filling out [this](#) form will give us a better sense of how you would like to be involved.

What does the relationship entail?

Requests vary from mentee to mentee. We encourage you to be clear and honest about your schedule and level of commitment up front. It is typical for the alum to have a few email conversations with the mentee and possibly meet in person once, maybe twice. Any help, small or large, is so appreciated but we like to set the expectation for the mentee from the start.

Our most popular request is to shadow an alum to gain better insight into the field of their choice. This is typically a one-time meeting and sometimes there is a followup email or in-person meeting. Additionally, or in place of shadowing, mentor/mentee connections oftentimes talk over the phone, meet for coffee or connect via email. If you are able to offer a more formal work experience for the mentee, such as an internship, please let us know.

Frequently our alumni work in proprietary or restricted environments where they are unable to have a direct shadow. If this is the case or a concern please let us know. A conversation can be as helpful as a direct shadow. We will give as much detail as possible for our mentee requests.

Our hope is that once mentees benefit from this program they will want to give back to the community with their expertise and knowledge, just as you are doing with your time.

How do I become a mentor?

Fill out [this](#) Google Form to be included in our team of Alumni Mentors. We will reach out to you when an appropriate mentoring opportunity is presented.

How do I meet and guide my mentee?

The Alumni Department will pair you with your mentee and give you some background and will wait to hear from you with approval before a virtual introduction email is sent.

What should I expect of my mentee?

Your mentee should be responsive with your communication, respectful of your time and involved! If you have any questions please do not hesitate to contact us.

Note: To be a mentor we require you to complete a criminal background investigation done entirely by our Human Resources Department. This background investigation will not include vehicular or credit information, and is required of all employees and volunteers working with RPS Students. The results will be confidential within the HR department. We will followup with you before starting the process with the necessary Authorization Form that will need to be completed in order for RPS to conduct this criminal background investigation.

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.