

Ten Thousand Coffees Alumni Guidebook

Most great career advice and professional development opportunities start with something simple - a meaningful conversation.

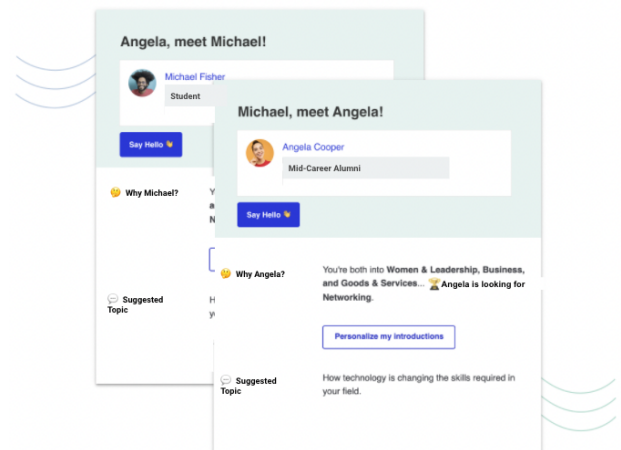
From mentoring students to connecting with senior leaders, these conversations are where we often learn and grow the most.

That's why we're excited to partner with Ten Thousand Coffees to bring students, alumni and leaders together to learn from each other, share knowledge and collaboratively develop skills, and for alumni to help grow students' careers.

How it works

First, we'll get to know a little bit more about your goals, interests, what you're looking to learn and unique skills you can offer.

- 1 We'll use your profile, goals and interests to match you— either in 1:1 or in a small group with a leader—for conversations that will help you hone your career skills.
- 2 Once you've been matched, we'll send an intro to your inbox. We'll let you know why we think you'd make a great match, and offer up some suggested topics to get the conversation started.
- 3 We encourage you to reply with a few suggested times to meet with your match for 40-60 minutes right in your inbox and use any virtual meeting platform to host your conversation that month.
- 4 After you've met, you'll get a survey to let us know more about your experience. We'll use this to make sure you're getting the most out of every conversation.
- 5 You'll receive an official LinkedIn certificate to recognize your commitment to mentorship and career building experiences.



Who you'll meet

We know that you'll leave every conversation with a new insight, meaningful career advice, and a valuable addition to your internal network. You might meet:

- **A student** who is seeking your perspective on how to land the job they want
- **An influential leader** who can share career advice and answer questions
- **A hiring manager or recruiter** who shares a new career opportunity

How to be a great mentor for students

Taking a collaborative approach and establishing trust with your mentee will be key to help drive the conversation forward. Here are a few supporting best practices:

- **Identify** your mentee's goals to help them **track** progress
- **Listen** non-judgmentally and **share advice** based on your experiences
- **Offer** to introduce them to your network to help **support** their career goals

Here's what users had to say:

92%

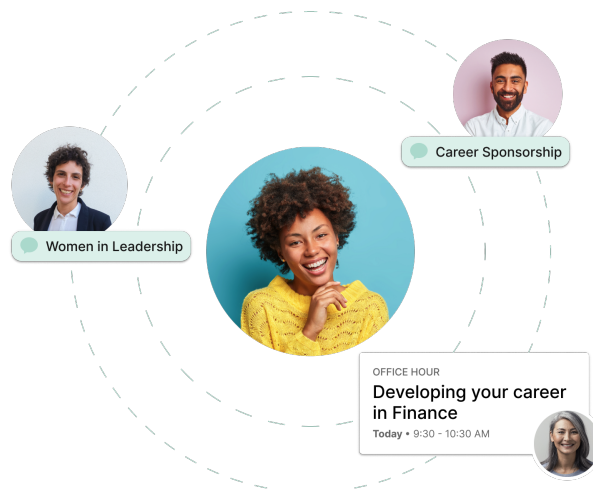
said they made a valuable addition to their professional network

44%

claimed they gained meaningful career advice

70%

of youth feel better prepared after connecting with their match



How should I connect with my introduction?

That is totally up to you! We recommend connecting over whichever virtual meeting tools you are comfortable with or the old fashioned telephone. If you're meeting through video, be sure to keep your camera on so you're engaged!

What do I do if I don't think my introduction is relevant?

It's easy to jump to conclusions. But, you never know what you might learn from a new introduction. Even if you think your introduction may not be relevant, connect anyways! Chances are you'll share more in common than you think. Who knows, maybe your expertise and experience will help them learn something new. If you truly believe your connection is not a good match, consider updating your goals and interests on your profile.

Why do I need to add goals and interests to my profile?

To get the most relevant matches 10KC will use the goals and interests you select to determine who you'll be matched with. The more personal and detailed your goals and interests, the more tailored your experience will be.

How can I learn between Introductions?

Check out the Office Hours section of the platform to find out about upcoming group mentorship conversations hosted by alumni, employers and subject matter experts. In addition, use the Member directory to search for mentors based on their profiles and interests and easily connect to learn more about them.

How will these connections contribute to my career development?

Each opportunity to meet 1:1 or in a group will build your network, knowledge and mentorship and career skills. In addition, you'll receive an official LinkedIn certificate to recognize your commitment to mentorship and career building experiences that you can share.

