Murdoch e-Mentoring Network

via Linked-in

Introductory Guide

Careers & Employment Centre
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Linked –in

The world’s largest professional on-line network site.

Helps you better manage your career by allowing members to:

- exchange knowledge and ideas with others in your field;
- create & control your own professional on-line identity or profile;
- explore opportunities, join professional association discussion groups & build your professional reputation.
Murdoch e-Mentoring Network – Linked-in Group

1. a free service to current Murdoch students (and recent graduates), looking to transition to the workplace and commence their professional careers.

2. a network of Murdoch students and graduates/alumni established in industry, providing a forum for the sharing of information and experiences relevant to career development.

3. a means of engaging in both open group discussions as well as one-to-one Linked-in messaging via “Send a message” (i.e. e-Mentoring) between an e-Mentee (i.e. Student) and his/her nominated e-Mentor (i.e. Graduate/Alumni).
Key Group Rules
All members:

4. agree to conduct themselves in an ethical & professional manner;

5. only post content/correspondence that is relevant to the purpose of the group;

6. accept and understand any communication received is that of the author (not - Murdoch) and are respectful of other members’ opinions;

7. ONLY correspond with other members via the “Discussions” open forum or on a one-to-one basis via “Send a message” (limit of 5 messages unless e-Mentor agrees to more).

8. agree to maintain confidentiality regards to information supplied to them personally via “Send a message”.
Key Group Rules Cont ...

9. can elect at any time to leave the group (via “My Settings”);

10. are NOT to post job adverts or ask for job opportunities at ANY time;

11. are NOT to post ANY content that may be interpreted as promotion or spam.

12. are encouraged to flag any inappropriate “Discussion” posts and report any concerns regarding the number/ content of “Send a message” correspondence directly to Careers & Employment Centre staff via email: careers@murdoch.edu.au or phone (08) 9360 2596.

Group rules are emailed to members on joining the group and are detailed in full on the group web page – via top right of screen “Group Rules” button.
Student (e-Mentee) set up

Students MUST register on Career Connect (for verification purposes) and join Linked-in (linked-in.com), then set up a professional profile.

“Linked-in – Help Centre - Learning Centre - User Guide – Students” resource can assist

http://learn.linkedin.com/students/step-1/

NOTE: All Group members ensure their Profile meets the following;

a) Is professional and does not contain any information that would not be suitable for a resume.
b) For privacy purposes we recommend that your Profile does not contain any details in the “Personal Information” section.
Graduate/Alumni (e-Mentor) set up

Graduates/Alumni join Linked-in (linked-in.com) and set up a professional profile – unless they do not already have one.

“Linked-in – Help Centre - Learning Centre - User Guides – New Users” resource can assist

http://learn.linkedin.com/new-users/

NOTE: All Group members ensure their Profile meets the following;

a) Is professional and does not contain any information that would not be suitable for a resume.

b) For privacy purposes we recommend that your Profile does not contain any details in the “Personal Information” section.

c) “Murdoch e-Mentor” status is clearly stated in the “Summary” section for those Graduates/Alumni who wish to identify themselves as e-Mentors.
Next step

Once you have a Linked-in profile, search Groups Directory” for “Murdoch e-Mentoring Network” and request to join. You can then initiate or participate in open group Discussions or Students/Recent Graduates can search for e-Mentors.

To search for an e-Mentor select “Members” then type in “Mentor” in the “Search Members” box for a list of potential e-Mentors. Alternatively you can search by study area (e.g. search for “Engineering”). View profiles and once a selection is made, return to the members list, hover over your choice and “Send a Message” to the nominated e-Mentor (recommend introducing yourself and checking availability of the e-Mentor in your first message).

NOTE: Students/e-Mentees are not to “Send a message” to a nominated e-Mentor more than 5 (FIVE) times unless the e-Mentor agrees that one-to-one communication can continue.
Sample questions to e-Mentors

Possible (sample) questions for students/e-Mentees to ask their nominated e-Mentor via “Send a Message” emailing facility. (NOTE: students are required to introduce themselves and check availability of the nominated e-Mentor prior to emailing their question/s).

- What is the nature of your position and how did you first get into the field?
- What skills/personal qualities are essential for the work that you do?
- What Linked-in groups/industry associations do you suggest I join?
- What was the most important thing you did as a student that impressed employers and gave you that all important break in your professional career?

Reminder: Students/e-Mentees are not to “Send a message” to a nominated e-Mentor more than 5 (FIVE) times unless the e-Mentor agrees that one-to-one communication can continue.
Final Note

e-Mentors (graduates/alumni) - we sincerely thank you for agreeing to join this group and your willingness to invest your time to assist current Murdoch students.

e-Mentees (students/recent graduates) - by actively engaging in this Linked-in group we are hopeful it will help facilitate a successful transition to the workplace and we wish you all the very best for the future.

Warm regards
From Murdoch Careers & Employment Team
Useful Resources

Linked-in Handouts available on CareerConnect (www.careerconnect.murdoch.edu.au)– select “Murdoch e-Mentoring Network” for a full list.


Linked in Help Centre – learning Centre – Answers http://learn.linkedin.com/answers/