Find a Mentor

   - Don’t know your login information? . . . Send an email to careerservices@niu.edu.
3. Click on the H2H Mentoring tab on the gray toolbar at the top of the page.
4. Search for a mentor.
   - Scroll down the page. The search menu is on the right side of the page.
   - Best way to search . . . click on the ADVANCED SEARCH link at the bottom of the search menu.
   - Choose only 2 or 3 fields on which to search. Do NOT fill in all fields because this will reduce your chances of finding a mentor.
   - Only search on these fields:
     - Industry . . . industry in which the mentor works
     - Job function . . . job function of the mentor
     - Type of guidance willing to provide . . . how the mentor is willing to assist you
     - Major/concentration . . . mentor’s major area (somewhat different than current NIU majors)
     - Mentor professional status . . . is the mentor employed or retired
     - Interest in mentoring diverse populations . . . is the mentor able to work with diverse mentees
     - Mentor gender . . . would you feel more comfortable working with a mentor of the same gender as yourself
   - You can multi select from some lists by holding the CTRL key while selecting an item from the list.
   - Click SEARCH once you have filled in the fields of interest to you.
5. You will obtain a list of possible mentors.
   - If your search does not return results, change you search criteria and try again.
6. Click the VIEW MENTOR PROFILE button to see additional information about the mentor in which you are interested.
7. Click the SEND MENTOR CONNECTION REQUEST button.
8. Choose one of the pre-made emails to send to your potential mentor by clicking on the link.
   - Customize the message:
     - Include a salutation (i.e., Dear Joe)
     - Include your name in the signature area at the end of the message along with your major and expected year of graduation
   - Click SEND.
   - The message will be sent.
9. Sit back and wait to hear from your mentor.
What To Do When a Mentor Accepts You

1. The mentor receives your email through Experience, logs in to the Mentor module, and decides to accept or deny your request.

2. If the mentor accepts your request
   - You receive an email saying the mentor has accepted your request.
   - You need to login to Huskies Get Hired.
   - Click on the H2H Mentoring button at the top of the page.
   - On the mentoring homepage, you will see your mentor’s name along with their preferred method of contact.
   - You may contact the mentor now . . . or the mentor may contact you . . . because they have been provided with your contact information.
   - You are ready to work with your mentor.
   - Mentors and mentees will decide on the amount of time they want to remain in this mentor/mentee relationship.
   - Once you have completed your mentee relationship with a mentor, you should
     - Login to Huskies Get Hired.
     - Click on the H2H Mentoring button at the top of the page.
     - Click on BREAK THE CONNECTION link below the mentor’s name. The mentor may also break the connection with you.

3. If the mentor declines your request
   - You will not receive an email that you have been declined.
   - You can login to Huskies Get Hired.
   - Click on the H2H Mentoring button at the top of the page.
   - Click on the Sent By You link in the Requests Box.
   - You will see a list of all mentors to which you have sent requests. The declined request will also be included in this list.
   - You don’t need to do anything else with this request.
   - You are free to search for other mentors and make requests.