

# Take a Triton to **WORK.**

## ALUMNI FAQ + GUIDE

### What is Take a Triton to Work?

Some of the most influential experiences for our Triton students and alumni are when they have the opportunity to connect and engage with one another. This program allows current students to partner with alumni to get professional guidance through a career conversation or job shadowing opportunity. Experiences vary from a half-hour virtual discussion to even a coffee or lunch conversation or a full or half-day job shadowing experience to mirror a typical day at a workplace. The length and structure of the opportunity is determined by the Alumni partner.

### Why participate?

- Assist UC San Diego students with their career development
- Share knowledge and expertise about work and careers, as well as personal stories about pathways to success and potential challenges
- Build a stronger Triton network through relationships with students who may someday be employees or colleagues
- Increase company brand recognition and build a potential pipeline for future opportunities at your organization

### How do I participate?

To be paired with a student during the 2023-24 academic year sessions, join Tritons Connect and complete/update your profile. *Additional details will be posted when available.*

- To view your profile, click on your small round profile photo in the upper right-hand corner of the page.
- Click on “Edit Profile” to change or add information as you wish.
- Scroll down to the “Offer Mentoring” section, choose Take a Triton to Work
- Scroll down to the bottom of the page and click on “Save” to save all changes

### What is the matching process?

Participating Alumni and Students will be paired and notified.

After you’ve been paired, sit back and wait for your Student to send you a message. Respond to his or her communication in a timely manner to briefly introduce yourself, exchange information and confirm the meetup.

### When is Take a Triton to Work?

Winter Quarter Break: the week of December 18, 2023

Spring Quarter Break: the week of March 25, 2024

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## **What does a typical meetup look like?**

The logistics for the career-building experience that you wish to offer is based on your time, the nature of your industry and profession, and you and your student's availability. Ideally, the mutually beneficial experience will be a friendly informational conversation where your student can learn more about your career field and the path that took you from UC San Diego to where you are today, and you can ask questions to gain insight about your student, the university and today's learning experience.

## **What are my responsibilities as an Alumni partner?**

Please respond to incoming messages in a timely manner. Confirm and participate in an open and friendly manner. If you and your student are comfortable doing so, please take a photo or grab a screenshot of your virtual conversation and post it on Tritons Connect and other social media channels to show your Triton pride: use #TakeATritonToWork. Following the meeting, please feel free to share feedback about the program, as well as a story about your experience.

## **Can I meet with more than one student and/or meet with my student more than once?**

Absolutely! And, we may need you to engage with more than one student depending on how many students register to participate. When this program concludes, you may choose to continue mentoring more students and/or fellow alumni through Tritons Connect.

## **Can I choose a specific student to host?**

No, for this program we are leveraging the Tritons Connect algorithm to facilitate each match.

## **I'm ALL IN and have signed up to participate! Any words of wisdom regarding how I can prepare?**

We appreciate your interest to share your personal and professional journey with a current UC San Diego student. For this program, your job is to offer insider's advice related to your UC San Diego and post-graduation experiences that led you to your profession. What do you do? Why do you do it? What have you done? What did you learn at UC San Diego? What have you learned since? What do you know now that you wish you had known earlier?

## **Connect with your Student**

After you are matched with a Student, sit back and wait for your student to send you a message. Respond to his or her communication in a timely manner to briefly introduce yourself. Based on your availability, confirm the timing for either a career conversation or job shadowing experience. Your student can schedule a virtual meeting through Zoom Meeting or Tritons Connect Video Chat. Or, you two can decide if it's better for you to schedule and confirm an in-person meeting.

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## Reflect on your personal story prior to the meeting

### Introduce yourself

Give a short introduction about yourself including your college and major, graduation year, industry, employer, current role, interests and more. Hopefully, your student will have prepared a few questions to get the conversation going. Feel free to share your expertise and professional experience with your student and also allow time to learn more about your student and today's UC San Diego learning experience.

### Best mentoring practices

Before meeting with your Student, review your own expectations and decide what you will be comfortable sharing in your role as a professional Triton. Also, consider the following best practices:

- Value your student as a person
- Listen actively
- Ask open, supportive questions
- Think of yourself as a “learning facilitator” rather than the person with all the answers
- Remember you are not evaluating your student; you are assisting, coaching and supporting them
- Provide constructive feedback
- Enjoy the conversation

### Contact

If you have questions or need help, please contact us at [alumni@ucsd.edu](mailto:alumni@ucsd.edu).