

# 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 in length and are determined by you — from a coffee conversation or half-hour virtual discussion, to a full or half-day workplace experience.

### 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.

- 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.
  - Upload a photo.
  - Add professional information about your **Job Title, Company, and Job Function**. Include at least one representative **Industry/Research Field**.
- Scroll down to the **“Offer Mentoring”** section, choose **“Take a Triton to Work”**
- If you have a LinkedIn profile, enter the URL and other social media links, and include additional interests, experiences and affinities.
- 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 matched, you are welcome to sit back and wait for your student to send you a message or you can reach out to introduce yourself and initiate the meetup.

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## **When is Take a Triton to Work?**

Beginning on November 6, students who've been paired with alumni will reach out to introduce themselves and initiate a career conversation to happen leading up to and through Winter Break.

Beginning on February 20, students who've been paired with alumni will reach out to introduce themselves and initiate a career conversation to happen leading up to and through Spring Break (March 25, 2024-March 29, 2024).

Alumni hosts and students can choose dates that work best for them.

## **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. You can also 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. Following the meeting, please feel free to share feedback about the program, as well as a story about your experience. 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 further show your Triton pride, use the hashtag #TakeATritonToWork.

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

Absolutely! And, we may ask you to engage with more than one student depending on how many students register to participate. When the 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?

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## Connect with your Student

After you've been matched, you are welcome to sit back and wait for your student to send you a message or you can reach out to introduce yourself and initiate the meetup. Respond to communications in a timely manner, and based on your availability, confirm the timing for either a career conversation or job shadowing experience – virtually or in-person.

## 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 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).