

The Alumni Mentor Guidebook

Our Mission and Vision

Our Mission is to build passion into people's careers. If we can do that, we can change lives. People spend up to 70% of their lives working, so it doesn't make sense that they would spend that time doing anything but what they are passionate about.

How does our mission pertain to mentors? If we can provide alumni with the support they need to successfully traverse their mentor relationships, we can provide them with the information to make strong, educated decisions about their career paths and ideally choose something that they are passionate about.

Our vision is to completely transform the way careers are found. The marketplace is inundated with career service workers, headhunters, and recruiters whose sole purpose is to help people "get a job." The landscape is changing and we strive to be the leader in helping people not only find careers, but learn about their options and choose a path that they feel fulfills them.

Our Core Values

Personal Touch • Keep it Simple • Be Comfortable with Being Uncomfortable • Pay It Forward • Make Expectations Meet Reality • Lead by Example • High Transparency

Our long-term plan is to provide impeccable service and support to people pursuing careers. We are starting by partnering with universities and affinity groups to connect both students and alumni seeking professional guidance with other alumni who have guidance to offer. Part of helping students and alumni pursue careers is guiding them towards companies that want to hire them. Typically, career choices give too much weight to factors like pay and industry and not enough emphasis on how one might fit into the culture of the company. Recruiters can try and describe their company cultures but it only resonates as much as one's personality meshes with those they work with. What we are working towards doing is creating a system where we can match the personalities/cultures and work orientations of companies with you so then we can set you up for success because your personality will mesh with the culture of the company we recommend to you in our employer network.

Spring 2025 Schedule

Date	Event
February 25, 2025	Spring sign-up deadline
March 5, 2025	Workshop One - Orientation - 7:00 PM EST/4:00 PM PST
March 12, 2025	Workshop Two - 7:00 PM EST / 4:00 PM PST
April 3, 2025	First call with mentee complete
April 9, 2025	Workshop Three - 7:00 PM EST / 4:00 PM PST
April 17, 2025	Second call with mentee complete
April 23, 2025	Workshop Four - 7:00 PM EST / 4:00 PM PST
May 1, 2025	Third call with mentee complete
May 15, 2025	Post-program assessment completed by you

Alumni Mentor's Commitment

As an Alumni Mentor you will be a resource and role model for a fellow member of your organization. You are very valuable to the mission of our program and we appreciate your time in giving back through mentorship.

You should be open to sharing your professional experiences and answering questions covering a broad range of topics from getting a foot in the door at a new company, making a positive impression through informational and professional interviews, weighing the benefits or costs of additional education, having difficult conversations and transitioning to a leadership role in your existing company.

Four Youtube Live sessions. Our founder, Garrett Mintz, sits down to get to know you and discuss the structure of the program as well as various methods of strengthening your mentorship skills and relationships. The best mentors ask the best questions and we want you to feel confident in your interactions with your mentee.

Each of these 4 sessions are held once throughout the semester, and the dates can be found above in the Program Schedule. The first session is the Mentor Orientation and participation is required. However, if you are not able to make it to the live session, you may watch the full orientation within a week of it airing and post comments to show your attendance. The three workshops after that are optional, but it is strongly encouraged to attend these live workshops because you will have the opportunity to answer and ask questions by commenting on the video.

Alumni Mentors will be able to access the workshops by going to the home page of ambition-in-motion.com 5 minutes before the start time of the workshops and the Youtube Live link will appear on the home page (click the link and it will take you to the workshop). *Note: when you login to view the Youtube Live workshop, please use the email that is connected to your Ambition In Motion account, comment your full name in the comments so that we know you are present, or send us an email informing us of the username you used for the youtube live workshop at Garrett@ambition-in-motion.com.*

Three 30 minute phone calls with your mentee. Your mentee will be assigned shortly after the first workshop. You will find this information on your User Dashboard on our [website](#). As a mentor, you just need to be open-minded and responsive when scheduling meetings, and your mentee will handle documenting the meetings with Ambition In Motion.

Meeting Agendas. You will be provided with suggested meeting agendas for you and your mentee. These are not mandatory to follow but can help provide structure to mentor meetings and help you and your mentee build rapport. You can find the mentor meeting agendas on your dashboard by logging into, <https://ambition-in-motion.com/app/login>.

Post-program survey. Your feedback is invaluable to us and our program's success. The post-program survey is a way for us to hear about your experience as a mentor and the ways we can improve the program going forward. This is the final requirement of the program.

Frequently Asked Questions

How do we track mentor meetings and workshop participation?

For mentor meetings, login to <https://ambition-in-motion.com/app/login> and input the scheduled dates of your 3 mentor meetings. After that date has passed, an email will be sent to you and your mentor to gather your feedback on that meeting. You get credit once your mentor offers his/her feedback. If your mentor says the meeting didn't happen then you don't get credit. If you and your mentor have already met, you can insert the date that you met in the past and an automatic email will immediately be sent to your mentor to gather his/her feedback on the meeting.

What if I can't attend the mentor workshops?

The Mentor Orientation is an important and mandatory step in the program as it will give you a good foundation for the rest of the program. Please email support@ambition-in-motion.com if you are unable to attend.

For follow-up mentor workshops, we will send out the YouTube video link the day after the video airs to your registered email address. Everyone will receive this link whether they attended the workshop or not. If you don't receive the link by the following week, please either visit our YouTube channel to find the recent video, or email for a direct link.

What if my mentee is unresponsive?

If your mentee doesn't respond to your first email, send your mentee 3 emails, 1 text message, and leave 1 voicemail split out over the course of the first **2 weeks** in the program. If your mentee still does not respond, email support@ambition-in-motion.com immediately.

Ambition In Motion - Additional Resources

Website: ambition-in-motion.com

Once you have created an account, you will have access to a variety of resources including FAQs, email templates, conversation tips, as well as a place for your organization to post messages and communicate more efficiently. The majority of your interactions with the website will be through the User Dashboard on the website.

Calendly: [Using Calendly](#)

We encourage you to use Calendly because it can save a ton of time when scheduling 1-on-1 meetings (with your mentor or anyone for that matter). Have you ever missed a meeting because you didn't check your email in time and realized that the time the other person suggested had passed? Never again, with Calendly. The document above has a guide to using Calendly with a free account as well as some extra tips to help the process be as smooth as possible.

Zoom: [Using Zoom](#)

You may find a video-chat to be a more effective form of communication. Here is a document covering some quick tips on how to use a free Zoom account to hold video-chats.

Company Information:

Founder and CEO: Garrett Mintz

Support Admin: Tommy Regencia support@ambition-in-motion.com

For all and any questions about the program, please email our Support Administrator.