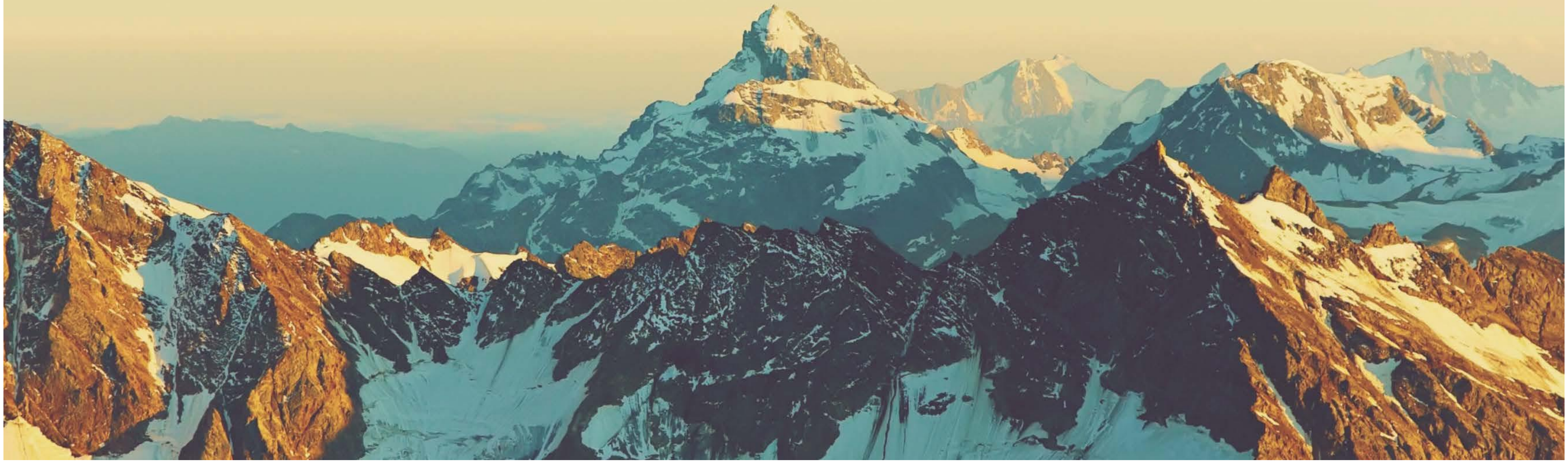
URI CareerConnect: Advisor User Guide



The next generation of University of Rhode Island alumni is asking for your help

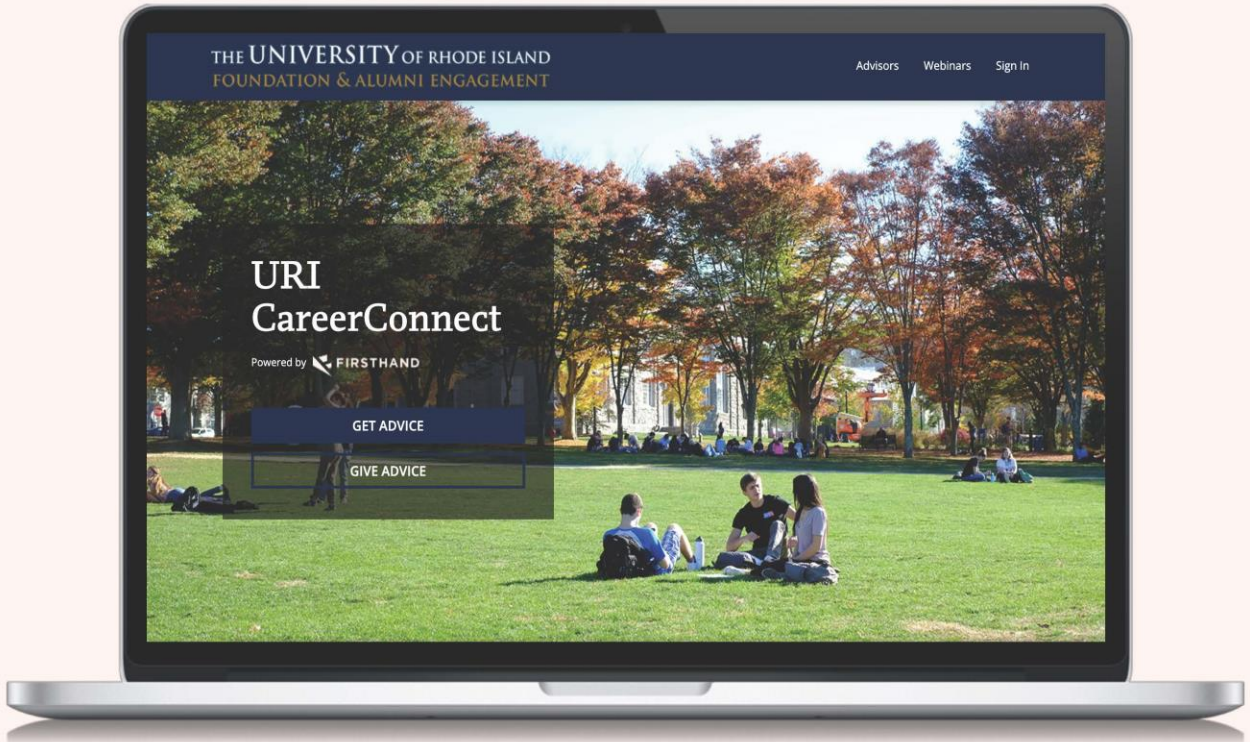
Why join?

- Give back in an impactful way – offer your time and talent to help the next generation of alumni get their start
- Easily, on your own time – give back whenever and how often you want, on topics you know well
- With your privacy protected – we don't share your contact info

Register as an advisor

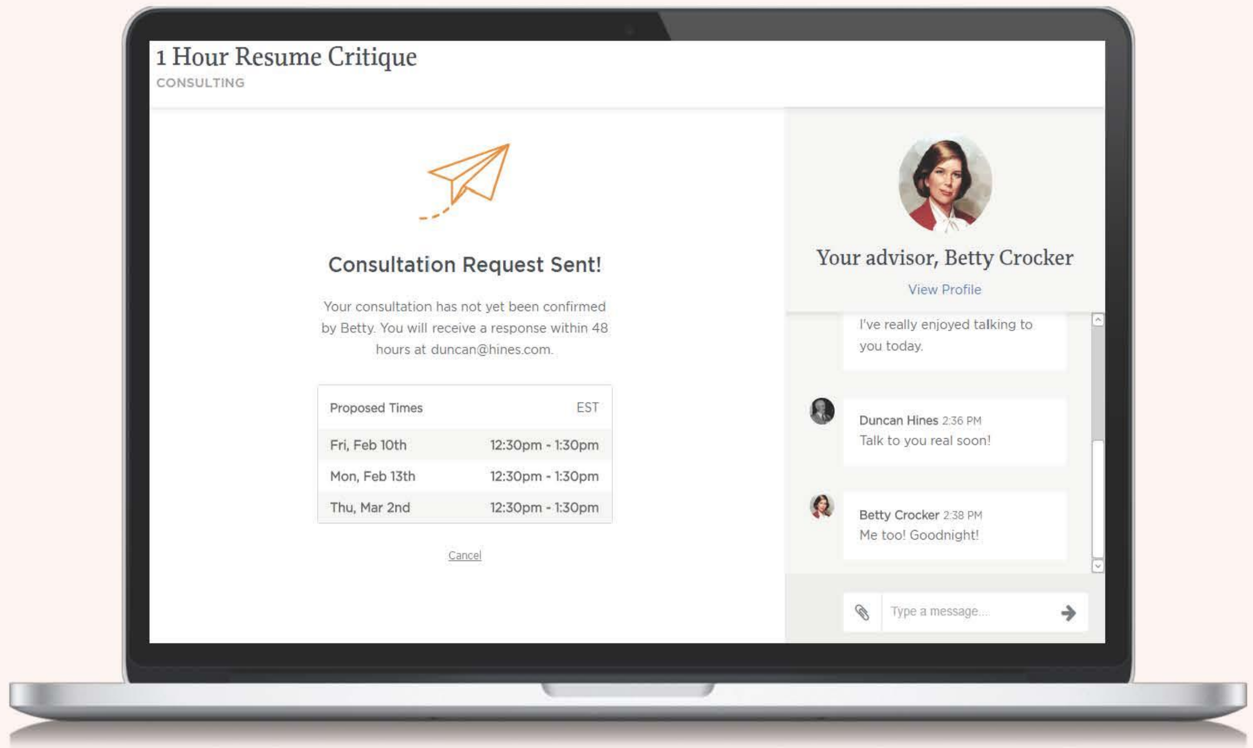
- Visit **uri.firsthand.co** and click 'Give Advice'. Create your profile within minutes by registering with your LinkedIn profile and specifying the types of advice you'd like to offer

- You can sign in at any time to view and make changes to your account



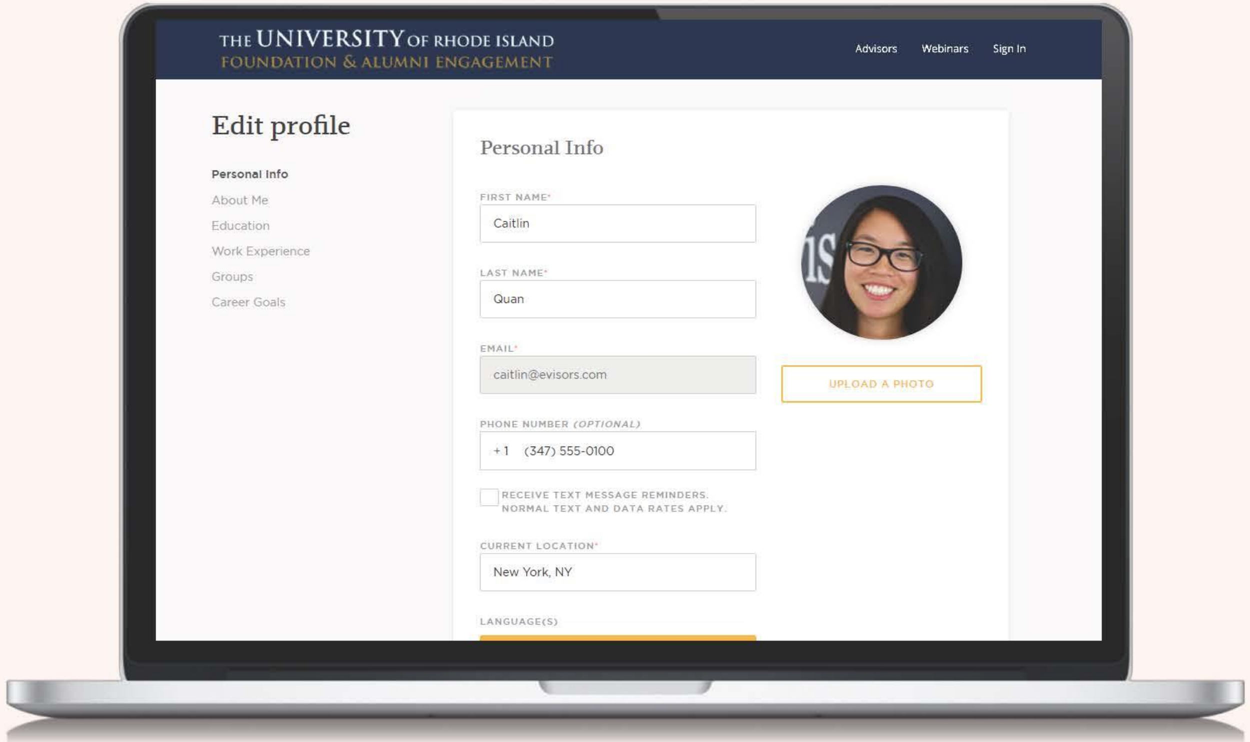
Connect with students

- When you get a consultation request, you will receive an email notification from the platform
- Accept, decline or suggest new times to meet for the advisee to choose from
- Your consultation homepage allows you to communicate with the advisee and share files
- When your call is confirmed, you will be sent a confirmation email that contains a link to your meeting room. Click the link at the time of your meeting for instructions on connecting either via a conference dial in number or via internet audio and your webcam (optional).



See your dashboard and manage your profile

- When you're logged into your account, you will be able to make changes to your profile, set out of office hours, edit your availability and view and manage past and current consultations



FAQ

- **What types of advice can I offer?**
  You are welcome to provide any career-related advice that you think is relevant to your advisee. Whether they are interviewing for a job or internship or learning about a specific industry, students want your unique perspective. Advisees are responsible for outlining what type of information they are seeking. Feel free to ask your advisee for additional clarification in advance of the conversation.

- **Will the advisee be able to see my phone number or email address?**
  No, your phone number and email address are never shared with the advisee as all communication is routed through your consultation homepage.

- **Where on my profile can I outline how I can be most helpful to advisees?**
  We recommend filling out your headline and ‘About Me’ section to give advisees a better idea of what you can offer. Generally, the more details the better.

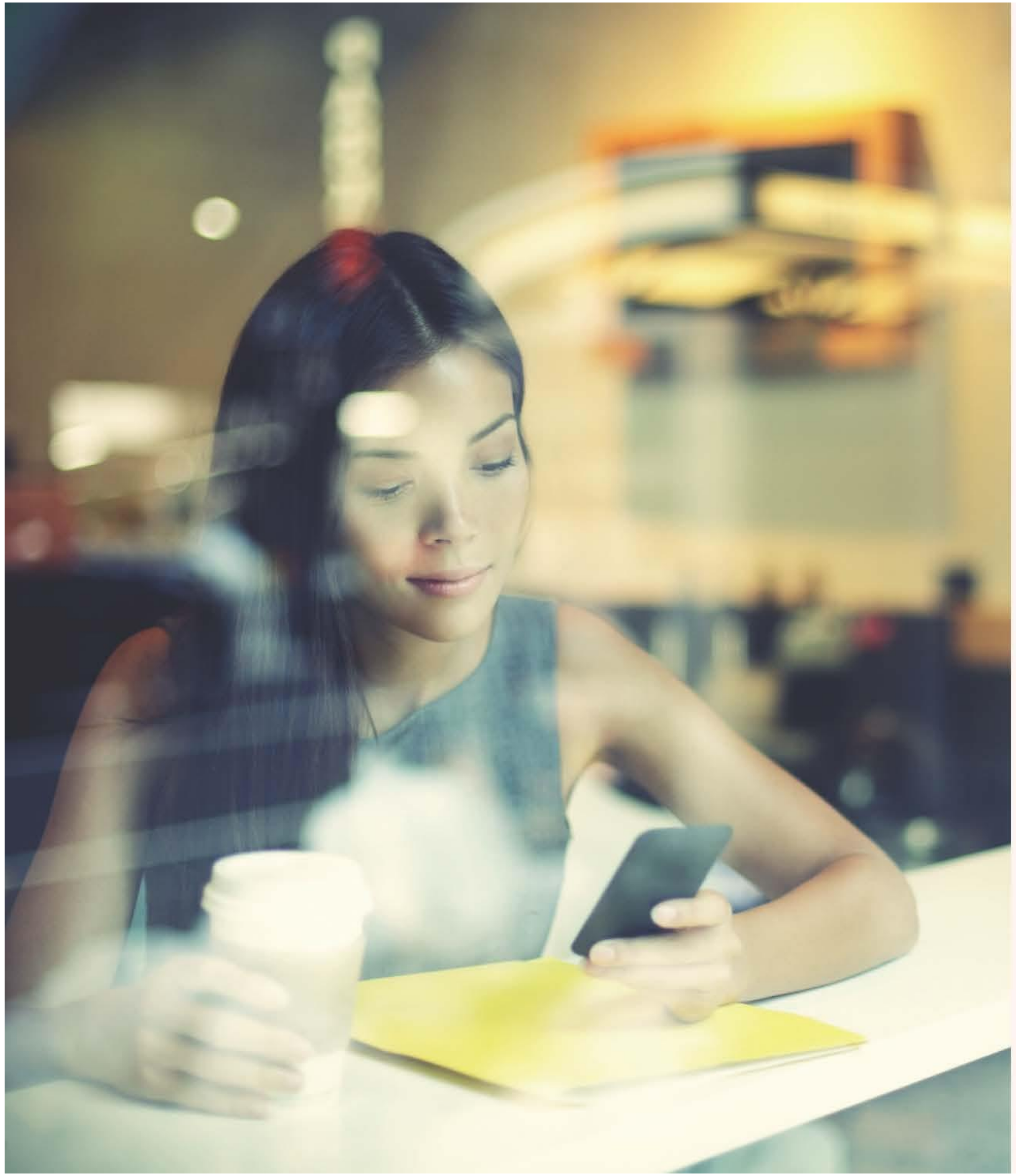
Tips for a successful consultation

Meeting Requests

- You will receive an email that will have some suggested meeting times and will also include details about the type of advice the advisee is looking for (e.g., informational interview for investment banking). Once you accept the meeting request for a specific time, you will receive a calendar invitation.

Preparing for Your Meeting

- We recommend you prepare as you would for any professional meeting. You can contact your advisee in advance of the meeting through the consultation homepage (accessible on your advisor profile) if you have specific questions on what they would like to cover (e.g., types of investment banking interviews they want to focus on) or if you want them to forward additional files to your attention. All information will be shared through this consultation page and we will notify you by email if the advisee contacts you.



Give the next generation of up-and-comers the advice you wish you'd had.

uri@firsthand.co

URI.FIRSTHAND.CO