CAREER MENTOR FREQUENTLY ASKED QUESTIONS

How do I register to become a mentor?
In order to register to become a career mentor, you will need to create a profile in our Hire@TU Career Mentor Database. Simply go to https://www.myinterfase.com/towson/mentor/ and click on the "click here to register" link. Completing the required fields of the profile should take about 5-10 minutes.

What happens after I register to become a mentor?
Once you have completed the career mentor profile, your profile status is set to "Pending." After your profile has been reviewed and approved by the Career Center, your profile status will be changed to "Active" and your information will available to students. You will receive an email alerting you that your profile has been activated. If a student is interested in connecting with you, an email from the student will be sent to your designated email address via the Hire@TU system. In addition, if you expressed an interest in participating in programming sponsored by any of our collaborating departments, you may be contacted by a Towson University staff member directly about additional engagement opportunities on campus.

What are the requirements to be a mentor?
The most important requirement for being a career mentor is a willingness to share your time and career expertise with Towson University students. As a career mentor, you have control over the degree to which you participate in the program. At a minimum, it is our hope that you will be open to conducting informational interviews (by phone, email and/or in person) with Towson University students. When you complete your mentor profile, you will select the types of activities in which you would like to be involved. When a student reviews your profile he/she will see what activities you are interested in (i.e., informational interviewing, resume review, etc.) and will contact you directly through the Hire@TU system for assistance in those areas.

Can I be a mentor if I live out of state?
Yes! We welcome TU alumni from any geographic location to join the career mentor database. You can participate in activities that can be done over the phone or through email such as informational interviewing or email networking. In addition, many of our students return to different parts of the country over breaks and during the summer and might reach out to you during those times.

What am I expected to do as a mentor?
As a professional working in the field, you are one of a student's best resources for up-to-date career information. The Career Center at Towson University is looking for you to be open and honest with students about your career experiences and understanding of your career field. You are not expected to have answers to every question that a student may have. In fact, it is important for you to refer a student to the Career Center or other resources if you do not have an answer to a given question. Part of your role as a mentor is to provide information to students, but you are not

required to do research for the student. When you sign up to be a mentor, we ask that you be prepared to respond to student requests in a timely fashion. Students often expect immediate responses, so responding in a reasonable time-frame (5-10 business days) will facilitate the mentor/mentee relationship. If you find that a student is demanding too much of your time, it is acceptable (and important) for you to advise the student of this fact.

Can I receive payment for mentoring?
No. Becoming a career mentor is a completely voluntary activity.

Am I expected to provide work experience or a job placement to a mentee?
No. As a mentor, it is your job to provide career information and insight to mentees. Students are not supposed to ask you for a job or an internship placement. If a student asks for a job, we ask that you take the opportunity to educate the student about appropriate networking behavior.

How many students can I mentor?
The mentor database is currently set up to allow ten students to contact you each month. You can adjust this number by logging into your profile and making the desired change.

How often am I expected to meet with a student?
How frequently you meet with a student is up to you and the student. If a student requests an informational interview, chances are you will work with that student once or twice. If you identified "Regular meetings with mentee" as one of your mentor activities, and a student expresses an interest in setting up that type of mentor/mentee interaction, you will want to discuss with the prospective mentee what meeting frequency is realistic for both you.

What if I encounter problems with a mentoring relationship?
If you encounter a problem with a mentoring relationship, please contact the Career Center at 410-704-2233 or at careercenter@towson.edu.

Who can see my mentor profile?
Any Towson University student or alum with an active Hire@TU account can view your mentor profile. Hire@TU system administrators (i.e., Career Center staff and departmental collaborators) will also be able to view your profile.

Will students have access to my contact information (i.e., address, phone number or email)?
No. Students who view your profile cannot view any of your contact information other than your name. They can only reach out to you via email through the Hire@TU system.

What should I do if I would no longer like to be a mentor?
If you would like to change your account status to inactive, simply send an email to the Career Center at careercenter@towson.edu. Please include "Mentor Database" in the message subject line. If you decide that you would like to reactivate your account at a later date, you can do so by contacting the Career Center in writing again.

Where can I get more information?
For more information, please contact the Career Center at 410-704-2233 or by email at careercenter@towson.edu.