



My Future: FIRM Mentee User Guide





Register on the My Future platform

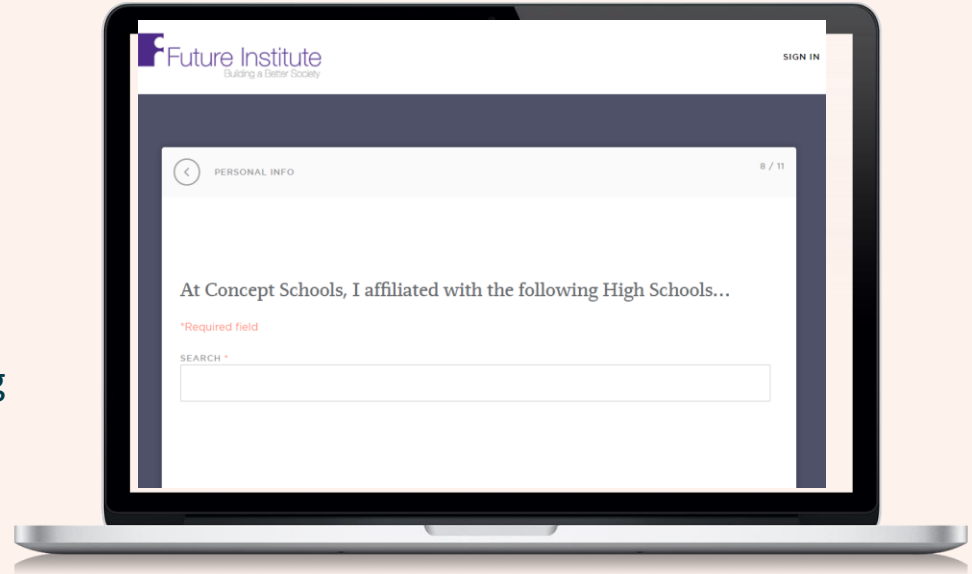
- Enter your name, email address that you use most frequently, phone number (preferred) and password that you'll remember.
- Enter your high school graduation year (month is optional)
- Enter "High School Diploma" for the degree and "General" for the field of study questions.
- Skip the next screen that asks you to add degrees and other fields of study.





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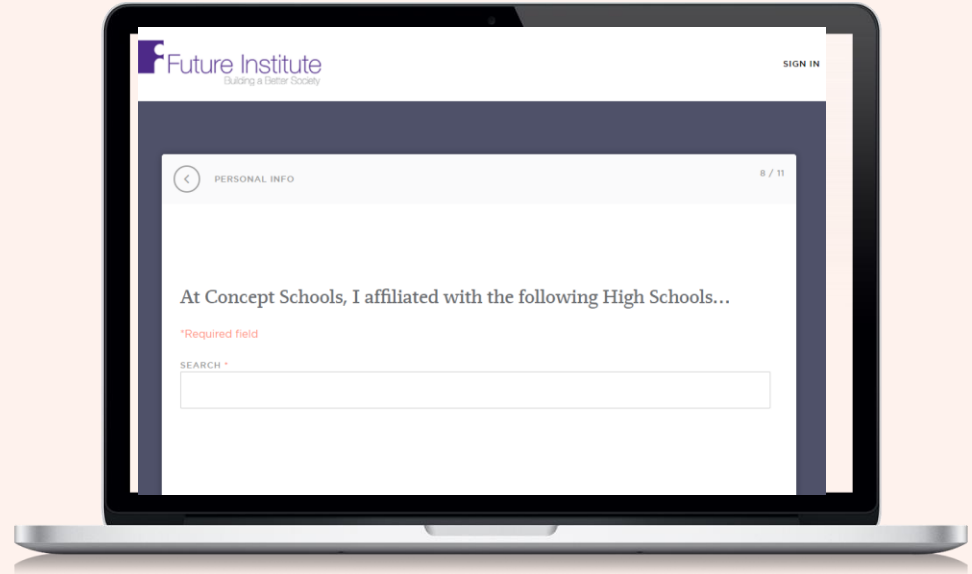
- On the next screen, please select the high school you graduated from in the dropdown choices.
- Enter the program you are associated with. In the FIRM program, please select “FIRM Programs” and then select the location where you are participating in FIRM. You also have the option to select “College Liaison” if you are involved in this program from the “College Programs” dropdown.
- Then choose the languages you speak.





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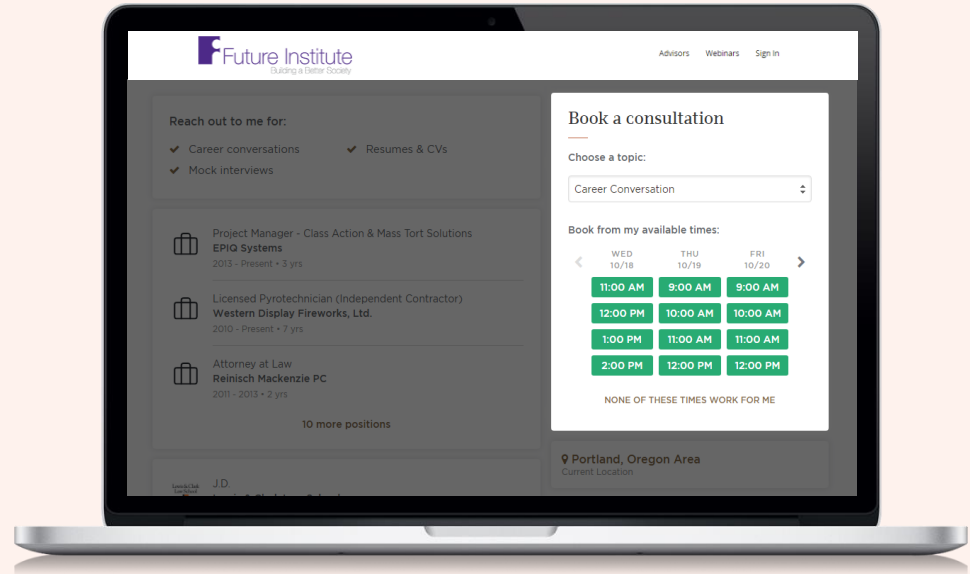
- On the next screen, please select the areas you'd like to speak with your mentor about. The FIRM program areas are included in these options, but they are mandatory, so you may choose to include them or not.
- When you get to the page where you are matched with a mentor, please do not approach any mentor who is not your paired mentor. Only book consultations with your paired mentor.





Book your consultation

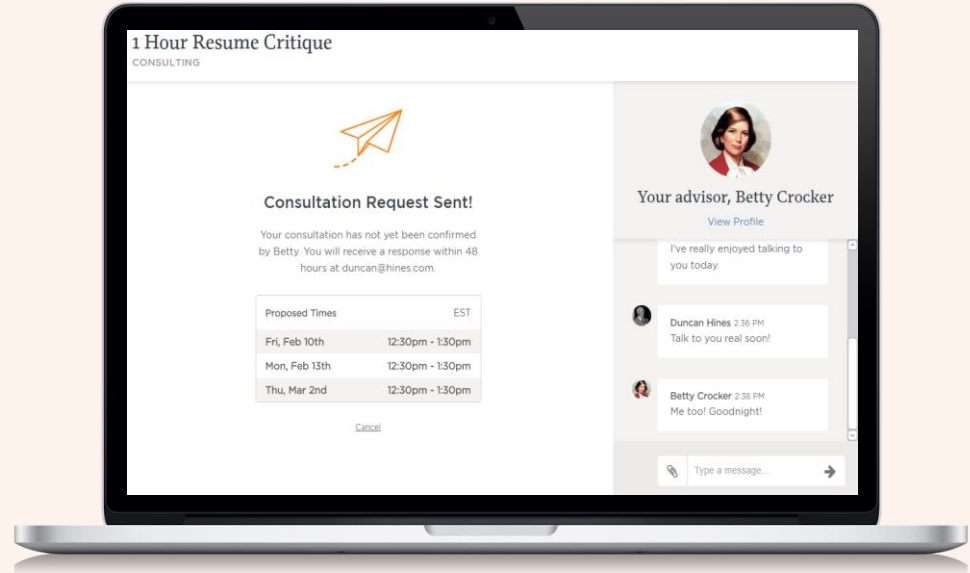
- Select a time to connect with your mentor under **“Book a Consultation”**
- Suggest three meeting times and write a message introducing yourself and outlining what you’d like to get out of the consultation
- Submit your request and wait for the mentor to accept one of your suggested times





Connect with your mentor

- Your consultation homepage allows you to message your mentor and upload files in preparation for your session
- Dial in to the conference line provided to connect with your mentor at the scheduled time
- Provide feedback on your consultation once complete





Tips for a successful consultation

- **Before your consultation:**
 - Write an introductory message and upload any documentation that will be relevant to your call (e.g. resume, cover letter, job description, etc.)
 - Respect the mentor’s time commitment by planning and preparing topics of discussion. Prepare specific, intelligent, and productive questions that can guide your discussion.
- **During your consultation:**
 - Be prepared to briefly introduce yourself professionally.
 - Prior to your session think about your purpose for talking with your mentor. Would you like to learn more about the industry, the company, the career path, etc.?
 - Remember to keep the conversation professional. Do not ask personal questions or ask a mentor directly for job placement.
 - Strive to be a receptive and active listener
- **After your consultation:**
 - Show appreciation for the time and assistance given by the mentor by sending a follow up thank-you message. Note that unless the mentor provides his/her contact information during the call, you must do this within 24 hours of the consultation, while your consultation homepage is still active



Ready to build a network of
successful professionals?

pientka@futureinstitute.us

FUTUREINSTITUTE.FIRSTHAND.CO