

Caltech | Alumni

Caltech Alumni Advisors Network

[Click here for FAQs for Advisees \(Students and Alumni\)](#)

[Click here for FAQs for Advisors \(Alumni\)](#)

Caltech | Alumni

Caltech Alumni Advisors Network FAQs for Advisees (Students and Alumni)

General Questions

1) *What is the CALTECH ALUMNI ADVISORS NETWORK?*

CALTECH ALUMNI ADVISORS NETWORK (CAAN) is an online mentoring platform that connects students with alumni who are willing to offer career insights and advice. The platform facilitates connections between students and alumni who give and get advice in three ways: career conversations, resume and cover letter reviews, and mock interviews.

2) *How do I get matched with an advisor?*

Advisees will be able to self-select an advisor based on similarities between the advisee's and advisor's profile on a number of criteria including but not limited to their field of interest, desired work location, industry, company, and role. The top matches will populate on the advisee's page. From there, the advisee can pick which advisor s/he would like to connect with to schedule a consultation.

3) *Can I ask an advisor directly for a job at their company?*

The platform should not be used for finding a job. This type of request is not appropriate in any networking relationship, and the platform should be used for information gathering and sharing advice.

4) *How will this platform help advisees?*

CAAN helps advisees access Caltech alumni who are willing to connect and share their own professional experiences. Advisors will provide information and guidance to help advisees reach their professional goals, conduct mock interviews, as well as provide insights on a particular career field of interest. CAAN will also provide advisees with a network of professional contacts that can support them throughout their career.

5) *How much does it cost for students to join?*

The program is FREE for all undergraduate and graduate students at Caltech.

6) *How can I share feedback with Caltech about my advising experience?*

Feedback from advisor to advisee typically occurs within the consultation and remains confidential. If you have a concern about a particular advisor that you would like to voice to us, please e-mail careers@alumni.caltech.edu.

Registering/Signing Up for the Platform

7) *How do I register?*

To register, visit the platform and complete a simple registration process. We recommend importing your professional information from LinkedIn, if you have an account, for the fastest account creation and accuracy. You can also sign up using your e-mail address or Facebook account. Once entered, all of your personal contact information will remain confidential.

8) *What should I expect when I sign up?*

As an advisee, you will have a profile on CAAN that can only be viewed by current Caltech students and alumni. There are three ways you can receive advice: career conversations, resume and cover letter reviews, and mock interviews. Once you select an advisor's profile, the platform takes it from there. You can schedule a phone call, video chat, and share files all within the platform.

9) *How do I update my contact information and profile in the system?*

You can update your contact information and profile under settings on the left-hand side of the navigation bar.

10) *Will I have access to this platform when I become an alumnus/na?*

Yes, you can use the same account once you become an alumnus/na. To become an advisor, you will simply need to create an advisor account on the platform.

Security and Privacy

11) *How is my privacy protected?*

CALTECH ALUMNI ADVISORS NETWORK and Firsthand (the platform provider) takes the privacy of its advisees very seriously. At no point is your phone number or e-mail address shared with anyone else on the platform. CAAN enables phone calls, video chatting, and file-sharing within the platform. The personal contact information of advisors and advisees is never shared unless either party chooses to do so.

12) *What if I want to delete my profile?*

If you would like your profile deleted, please contact studentprograms@alumni.caltech.edu.

How to Schedule Consultations

13) *What should I expect from my first consultation?*

Your advisee profile will be active once it is complete, and you will be able to select an advisor after you are registered. Your advisor will be notified by e-mail if you send a consultation request. Once your advisor accepts the meeting request for a specific time, CAAN will send you a calendar invitation. In preparation for your meeting, we recommend you prepare as you would for any professional meeting (Please be on time for your consultation appointment, identify what you want to gain from this meeting, and come with questions).

14) *How do I select an advisor appropriate for me?*

Before requesting a consultation, advisees can review an advisor's profile and determine if the advisor is the right fit for them based on their current title, work experience, academic background, and when available, general schedule.

15) How do I search for an advisor?

To search for an advisor, use the drop-down menu in the left-hand part of the screen or enter a keyword in the “search” field using terms around a job field or function (e.g. investment banking, biotech), companies you are interested in working for, or membership in groups you associate yourself with (e.g. LGBTQ, First-generation college student, international student...).

16) What happens when I can no longer make my scheduled consultation?

You must give your advisor a minimum of 24-hour notice if you have to cancel your consultation meeting. Please be respectful of the advisor’s time and professional schedule, and be mindful that they are taking time out of their day to accommodate your request. We expect that you will make all reasonable attempts to honor the scheduled session. Multiple late cancellations may result in the suspension of your use of the platform.

Sample E-mails to Send to Advisors

17) What is a sample message I can e-mail to alumni advisors if I am seeking a resume review?

Subject: Caltech Sophomore Seeking Advice on Resume for Summer Internships

Dear [Alumnus/Alumna’s Name]:

My name is Bucky Beaver, and I am a junior in ME10. I would like to pursue an internship next summer in Mechanical Engineering and was excited to find your profile on CAAN. I am interested in learning more about your career path and seeking any advice you might have to offer on life after Caltech. I have attached my resume to give you a better sense of my background and coursework. I am excited to chat with you and learn more about your role at this company. Thank you in advance for your time.

Sincerely, Your Name here

18) What is a sample message I can e-mail to alumni advisors if I would like to set up a mock interview?

Subject: Caltech Senior Preparing for Consulting Interview

Dear [Alumnus/Alumna’s Name]:

My name is Trisha Techer, and I am a senior in CS116. I am applying for full-time consulting jobs this fall and seeking guidance in my interview prep. I found your profile on CAAN and see you have offered to help prepare potential candidates for interviews. I hope we can find a time within the next few weeks to conduct a mock interview. I have attached my resume and a job description for your references. Thank you in advance for your time. I look forward to connecting.

Sincerely, Your Name here



Caltech Alumni Advisors Network FAQs for Advisors (Alumni)

General Questions

1. What is the CALTECH ALUMNI ADVISORS NETWORK?

CALTECH ALUMNI ADVISORS NETWORK (CAAN) is an online mentoring platform that connects students with alumni who are willing to offer career insights and advice. The platform facilitates connections between students and alumni who give and get advice in three ways: career conversations, resume and cover letter reviews, and mock interviews.

2. What is the purpose of the platform?

CAAN helps students and alumni access Caltech alumni who are willing to guide students about their careers based on their own professional experiences. Advisors will provide information and guidance to assist in conversations towards an advice seeker's professional goals, practice for an interview, and/or get insights into a particular career field or industry of interest.

3. Who can register to use the platform?

CAAN is an exclusive network for Caltech students and alumni. Our advisors are all Caltech alumni. Caltech students (undergraduate and graduate) and alumni can be advisees (advice seekers).

4. How can I share feedback with Caltech about my advising experience?

What is discussed during a consultation between an advisor and advisee remains confidential. If you have a concern about a particular advisee that you would like to share, please e-mail careers@alumni.caltech.edu.

Registering/Signing Up for the Platform

5. How do I Register?

To register, visit the platform and complete a simple registration process. We recommend importing your professional information from LinkedIn, if you have an account, for the fastest account creation and accuracy. You can also sign up using your e-mail address or Facebook account. Once entered, all of your personal contact information will remain private.

6. What should I expect when I sign up?

As an advisor, you will have a profile on CAAN that can only be viewed by current Caltech students and fellow alumni who are seeking advice as advisees. There are three ways you can share your advice: career conversations, resume and cover letter reviews, and mock interviews. Once a student or alum selects your profile, the platform takes it from there. You can schedule a phone call, video chat, and share files all within the platform.

7. How should I set up my profile?

We recommend filling out the summary at the top of your profile ("summarize your background and expertise") as well as filling out details related to the type of consultations you are willing to offer (career conversations, resume reviews, and/or mock interviews). Please provide as much detailed information in your profile as possible to ensure that suitable matches are made when advisees search for advisors.

8. How will advisees be able to find my profile if I do not identify with any of the function options in the platform?

Many advisees will be searching for advisors within the platform not just by industry or function, but by keyword. We therefore recommend that you set up your profile with relevant keywords. Advisees may conduct searches for keywords around specific job functions or areas (venture capital), companies they are interested in working for, or membership in groups they associate themselves with (i.e. LGBTQ, first-generation college student, international student).

Security and Privacy

9. How is my privacy protected?

CAAN and Firsthand (the platform provider) takes the privacy of its advisors very seriously. At no point is your phone number or e-mail address shared with anyone else on the platform. CAAN enables phone calls, video chatting, and file-sharing within the platform and the personal contact information for advisors and advisees is never shared.

How to Schedule Consultations

10. When should I expect to receive my first request for a consultation?

A convenient calendar tool allows you to select when you are available to schedule consultations with advisees. Your advisor profile will be "active" once it is complete, and you may receive a request any time after registering. You will be notified by e-mail if you receive a consultation request.

11. How should I prepare for my first consultation?

The meeting request you receive by e-mail from CAAN will have some suggested meeting times based on the preferred times listed in your profile. This meeting request will also include details about the type of advice the advisee is requesting. Once you accept the meeting request for a specific time, CAAN will send you a calendar invitation.

12. How can I limit the number of requests for consultations that I receive?

As an advisor, you can limit the number of consultation requests that you receive per month. Once you hit your limit, your profile won't show up in search results or be available for requests until you enter a new 30-day period. You can set up this limit when you register or any time you log in to your account to update your profile. You are also welcome to decline any specific requests for consultations that you receive.

13. What is the cancellation policy?

An advisor can reschedule a meeting as long as it is accepted by the advisee and it is at least 24 hours in advance of the session. Multiple late cancellations could result in the suspension of your profile.

14. What if I want my profile hidden or removed?

To hide your profile, you can set your profile to 'Out of Office' in your settings when you've logged in to your account where you can select a specific time frame to hide your profile. If you would like your profile deleted, please contact careers@alumni.caltech.edu.