

**Huskies@Work: I've been
matched, now what?**

Communicating with your alumni host

Your alumni host has been asked to contact you within one week. Please review these helpful tips to successfully prepare for your visit:

1. **Be responsive and professional** - In many industries, an e-mail response is expected within a couple of business days. When possible, reply same day. Also, keep in mind: this isn't texting; it could be an e-mail thread with your future employer.
2. **Be clear in your availability**. Your initial goal is to find a common day when you are free. Factor in all commitments and be direct about your availability and flexibility.

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3. Feel free to ask questions. Let the alum take the lead in telling you about logistics for your time together. Just keep in mind what would be best to ask in advance versus questions that would be more valuable during your actual visit.
4. Tell your alum a little more about you. They will have access to your application information but the more that you articulate your interests, the more they can align the visit to match those interests.

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5. Think through what you need to know and ask if any pieces are unclear.

For in-person matches: Make sure you know everything you need for a smooth visit.

- Do you know how you are getting to this visit?
- Do you know where to meet them?
- Do you have a contact number in case something goes wrong last-minute?
- Do you know if you should bring snacks/food, or if there will be food available during your visit?

For virtual matches: Make sure you know everything you need for a smooth call.

- Do you know how you are conducting the call?
- If you are using a new videoconferencing tool, should you test your access beforehand?
- Do you know how long the call will last?
- Or what you should wear?

Before your visit

1. Do your homework.

Research the company/organization you are visiting and come prepared with thoughtful questions. Then, “what do you do?” turns into “how does your company’s [insert goal/policy] have an impact on your work?”

2. Review the suggested questions (see separate resource)

Your job shadowing day

The structure of your visit with an alum will vary depending on the industry, job type, location and scheduling. Your alum will work with you to figure out an appropriate amount of time that will offer you a snapshot into a day-in-the-life of the alum.

Possible visit formats could include:

- Tour of their work space
- Observation of their actual work (projects, meetings, administrative tasks, etc.)
- An opportunity to interact with their colleagues
- Q&A

During your time with an alum

Show that you've done your homework.

Maintain professionalism.

- Arrive on time and dressed appropriately.
- Demonstrate respect, listen actively, and offer thanks.

Alumni are volunteering their time to help students with Huskies@Work and we want to make sure they have great experiences so that they will continue to help future students like you.

During your time with an alum

Be yourself, and be tactfully honest.

As this opportunity is exploratory in nature, you might learn that your intended career is a perfect fit, or that it's not what you imagined. Keep in mind how well what you see matches what you want, and be honest about that while being careful not to offend.

This isn't a job interview.

While you should treat this as a visit to your future employer, you aren't interviewing for a position. Don't assume the alum will offer you an internship or job.

After your time with an alum

Follow up with a thank you.

This is an important step that is often overlooked. Send a thoughtful message as fast as you can. Want to make a mark? Send a hand-written note.

Next Steps

- ❑ Your alum should be in touch within a week. You can contact them if a week has passed.
- ❑ Stay engaged after you set up your time together. We will communicate with you throughout the program with tips and new information.
- ❑ Do your homework, review the suggested questions and arrive prepared.
- ❑ Communicate if your availability changes. Remember that you are acting as a representative of current UW students while participating in this program. If you are unable to follow through on your commitment, please communicate with your alum well in advance of your visit to see if you can reschedule.

Helpful Resources

Email advice: www.lindseypollak.com/millennial-question-why-does-gen-x-love-email

Suggested questions: www.forbes.com/sites/theyec/2014/02/28/10-killer-questions-to-make-the-most-of-your-mentor-meeting

Email asengage@uw.edu with any additional questions.