



# Forester Career Network

## Frequently Asked Questions

### **What happens after I register to become a Career Network Volunteer?**

Once you have completed the profile, your profile status will be set to "pending." After your profile has been reviewed and approved by the Career Advancement Center, your profile status will be changed to "active." You will receive an email alerting you that your profile has been activated and your information will be available to students who have completed the "Forester Career Network" preparation process.

### **How will I know if a student wishes to contact me?**

If a student is interested in connecting with you, the student will send an email to your designated email address via the "Forester Career Network" system. Students are unable to see your email address; it is completely confidential.

### **What are my responsibilities as a Career Network Volunteer?**

You are a powerful resource for students and can provide up-to-date information on the world of work. Although the volunteer-student relationship is based on a specific student's interests or questions, you should also make sure to share what is important in your life other than work, such as your passions and interests. Encouragement and enthusiasm is key when sharing information with your student; it shows that you care.

### **What should I expect from the students?**

All students, from first-years to seniors, will have access to the volunteers in the Forester Career Network. Some students will be surprisingly mature and show a high level of job readiness, but others will likely not have had any work experience at all. You will want to calibrate your conversations and expectations to each student's unique abilities and backgrounds. Remember: they're young people who are looking to you for guidance. Be patient and kind when imparting your advice.

### **More Questions?**

Contact the Lake Forest College  
Career Advancement Center at **847-735-5235**  
or [careers@lakeforest.edu](mailto:careers@lakeforest.edu).

### **A student has emailed me. Now what?**

Email them back and start a conversation! Your contact may be as simple as answering a few questions or sharing knowledge to guide their career path. Or it could evolve into a face-to-face meeting, if that is what you are able to commit to. Either way, students often expect immediate responses, so responding to their email within a couple of days will help facilitate the relationship.

### **Am I required to meet with my student in person?**

If you are willing to meet with your student in person, that's great. However, it's not always practical, and we find phone conversations can be equally effective.

### **How should I start the conversation?**

Trust your instincts. Consider asking about their passions, interests, or career apprehensions, or why they are pursuing their specific major or career.

### **What if I don't know the answer to the question?**

You don't always need to offer an answer or a solution; sometimes listening and being supportive is enough. Encourage the student to explore different solutions or resources. Consider asking what options they are considering or what has worked for them in similar situations. In the event that a student is seeking information that is beyond your area of expertise or experience, connect the student to the Career Advancement Center for further guidance.

### **Can I decide how many students contact me?**

Yes! The Forester Career Network database is set up to allow ten student contacts per month. You can adjust this number by logging into your profile.

### **Will students have access to my contact information (i.e., address, phone number or email)?**

No, your information is completely confidential. 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 Forester Career Network system. However, if you opt into the volunteer roster, your contact information will become available to other volunteers.

### **Do I need any training to participate?**

No, but familiarizing yourself with the information located on the Career Advancement Center website will enhance your knowledge and familiarity with its programs and practices. We encourage you to check it out at [lakeforest.edu/careers](http://lakeforest.edu/careers).

### **What if I encounter problems with a student?**

If you have any problems whatsoever with a student, please contact the Career Advancement Center at [careers@lakeforest.edu](mailto:careers@lakeforest.edu) or 847-735- 5235.

### **What should I do if I no longer choose to be a Career Network Volunteer?**

If you would like to change your account status to inactive, simply send an email to the Career Advancement Center at [careers@lakeforest.edu](mailto:careers@lakeforest.edu). You can always reactivate your account at a later date.