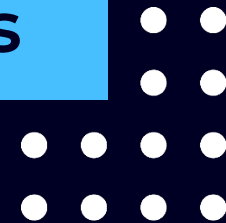




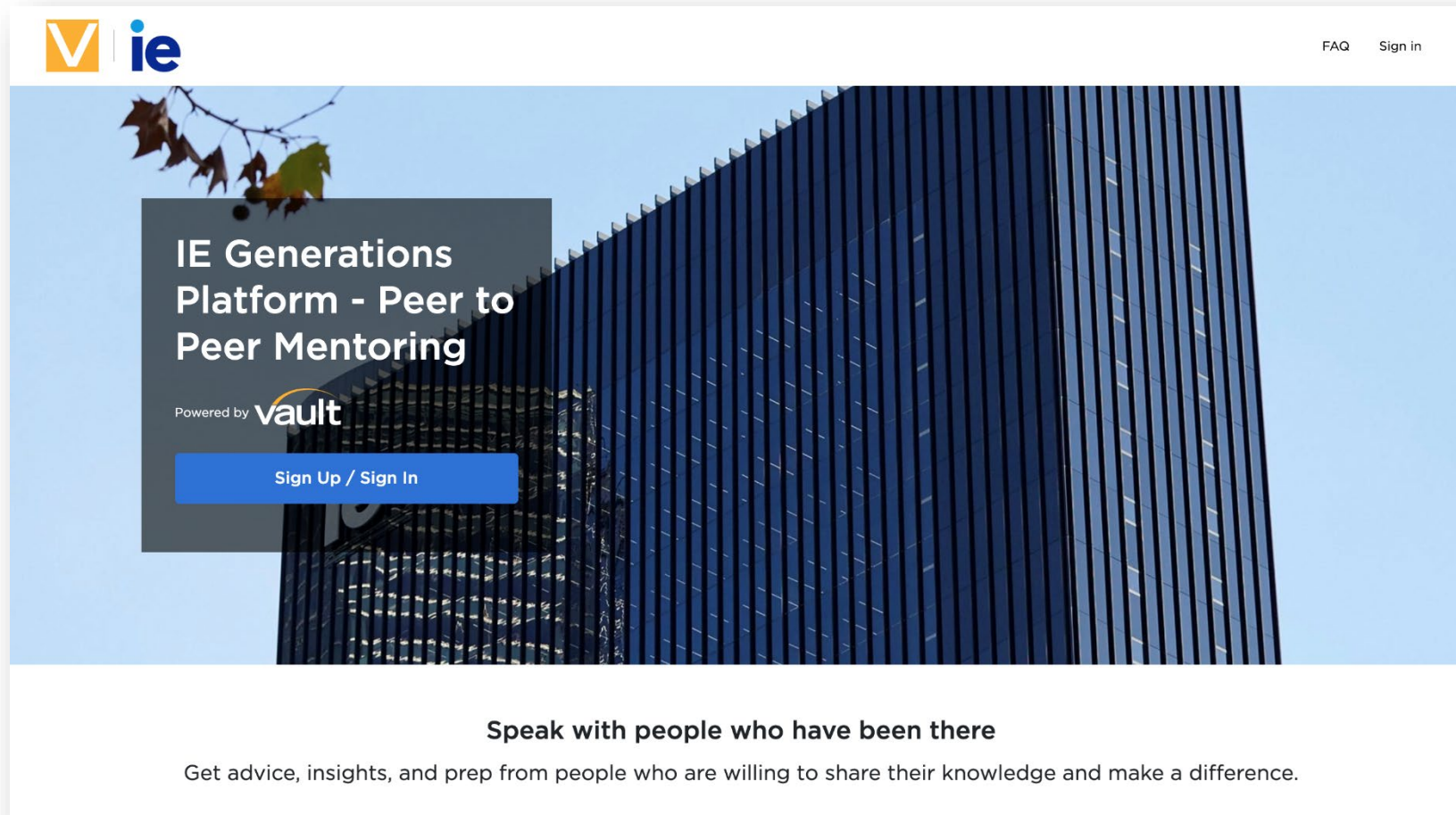
# IE GENERATIONS

Platform User Guide and FAQ's



# WHAT IS IE GENERATIONS?

*IE Generations is our dedicated **mentoring and networking platform** that connects IE students, senior students and alumni for real career conversations, learning and community.*



**V | ie** [FAQ](#) [Sign in](#)

## IE Generations Platform - Peer to Peer Mentoring

Powered by **vault**

[Sign Up / Sign In](#)

**Speak with people who have been there**

Get advice, insights, and prep from people who are willing to share their knowledge and make a difference.

# This guide walks you through the platform's **key features**, including how to:

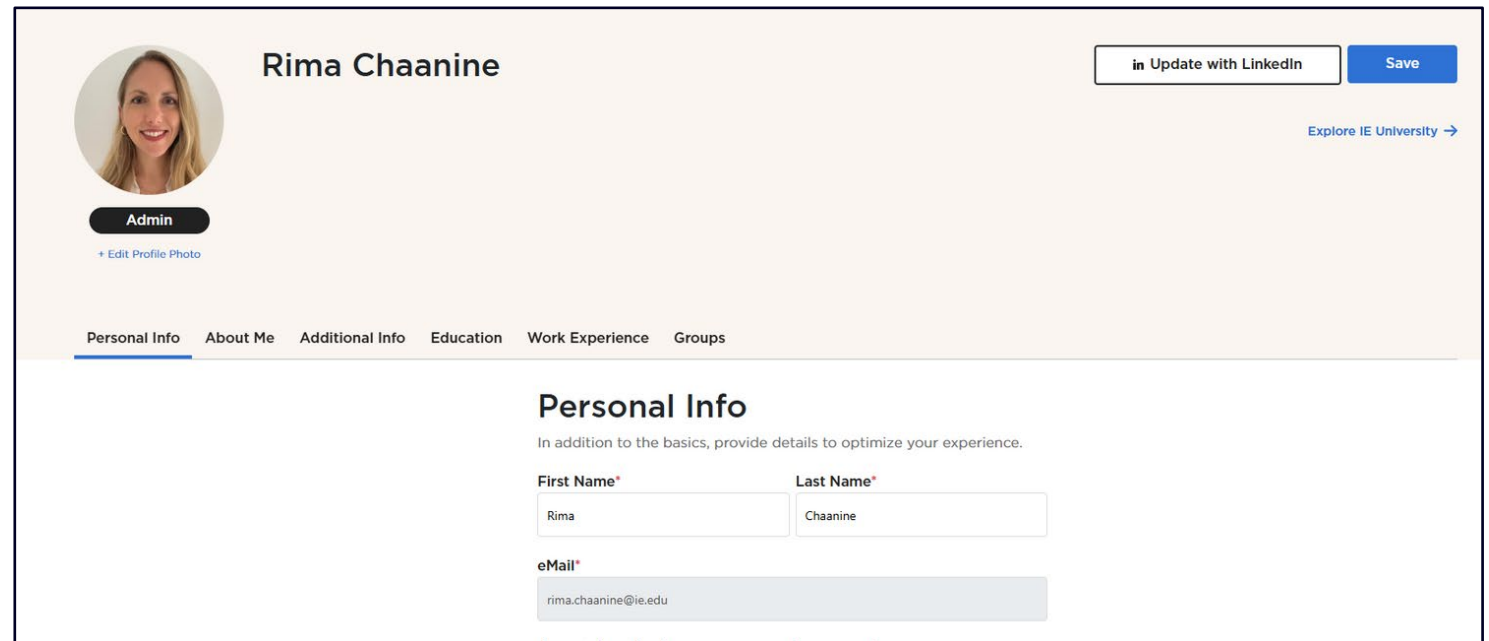
- **Create your profile**
- **Search for mentors** for career guidance and support
- **Explore Vault guides** and other career development resources
- **Edit your availability settings** for mentoring sessions
- **Book and manage mentoring sessions**

*Be sure to check out the FAQs for mentors and mentees at the end of the guide!*

# CREATE YOUR PROFILE

Once logged into your account, complete all profile details to be able to enjoy the full experience. Your profile is divided into the following tabs:

- **Personal Info**
- **About Me**
- **Availability** – Select the days and hours when you can mentor (if you're a mentor).
- **Additional Info**
- **Career Advice Topics** - Indicate topics you'd like to advise on.
- **Education**
- **Work Experience**

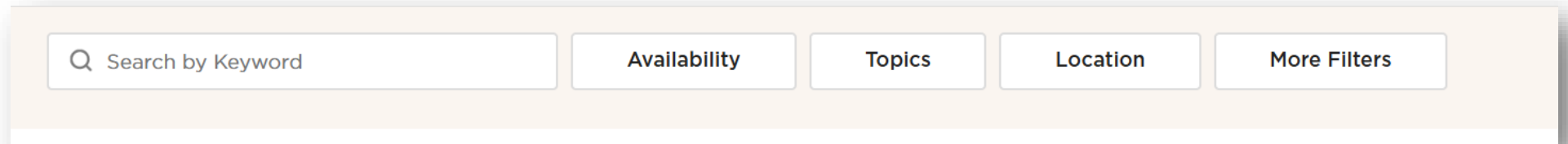
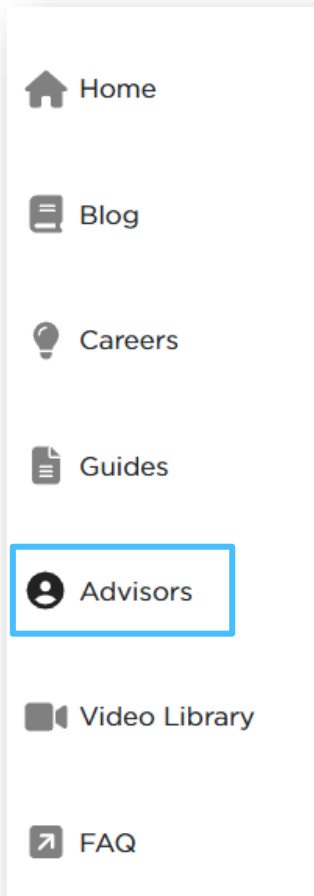


The screenshot shows a user profile for Rima Chaanine. At the top, there is a profile picture of a woman with blonde hair, a name tag 'Rima Chaanine', and buttons for 'in Update with LinkedIn' and 'Save'. Below the photo is an 'Admin' button and a '+ Edit Profile Photo' link. A navigation bar contains tabs for 'Personal Info', 'About Me', 'Additional Info', 'Education', 'Work Experience', and 'Groups'. The 'Personal Info' tab is selected, showing a sub-header 'Personal Info' and a note: 'In addition to the basics, provide details to optimize your experience.' Below this are three input fields: 'First Name\*' with 'Rima', 'Last Name\*' with 'Chaanine', and 'eMail\*' with 'rima.chaanine@ie.edu'.

*Once your profile is complete, you'll be ready to start connecting! →*

# SEARCHING FOR MENTORS

Searching for mentors on the platform is fast and easy.



1



To browse mentor profiles, go to the left toolbar and select "advisors".

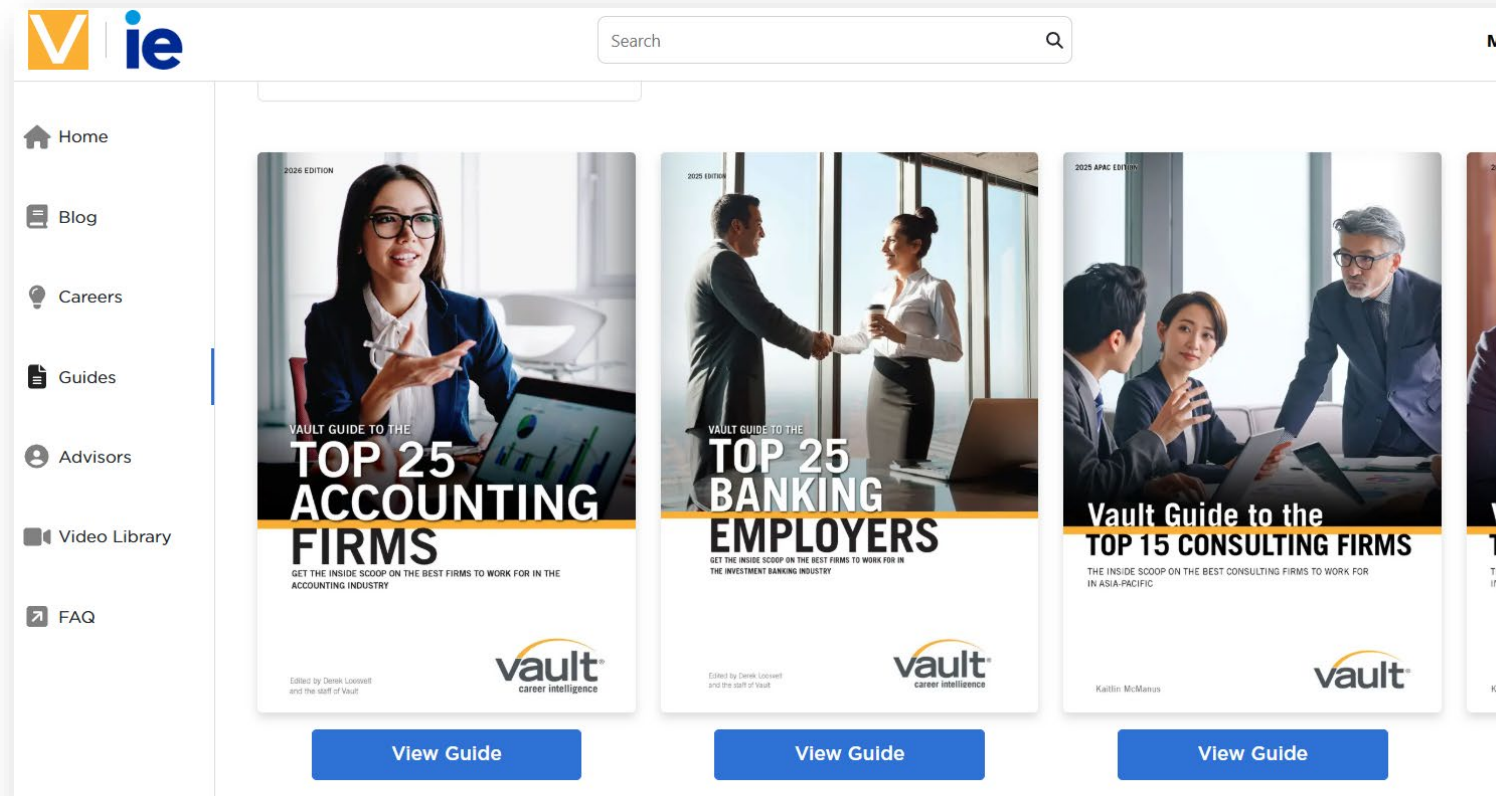
2



At the top of the page, filter profiles by availability, topics, location and industry!

# EXPLORE VAULT INDUSTRY GUIDES & RESOURCES

Vault offers a library of industry guides and resources to help support you in your career journey.



1. Go to the left toolbar.
2. Select "guides"
3. Start exploring!

# EDIT AVAILABILITY SETTINGS

If you're a mentor, you have the option to customize and tailor your availability settings further, in the following areas:

- **Exposure:** Mentors can optionally choose to give consultations to users on other university platforms for a fee.
- **Preferred Times:** Edit the days and hours you're available to hold mentoring sessions.
- **Calendar Sync:** Connect your work and personal calendars so that mentees can't book when you're busy (optional).
- **Out of Office:** Set "out of office" periods for when you're on vacation or are disconnected for longer periods of time.

## Edit availability

- Exposure
- Preferred Times
- Calendar Sync
- Out of Office

### Exposure

Advisors can opt into giving free and reduced-price consultations for advisees on university platforms - including their own school's, if it exists.

#### Consultations per month

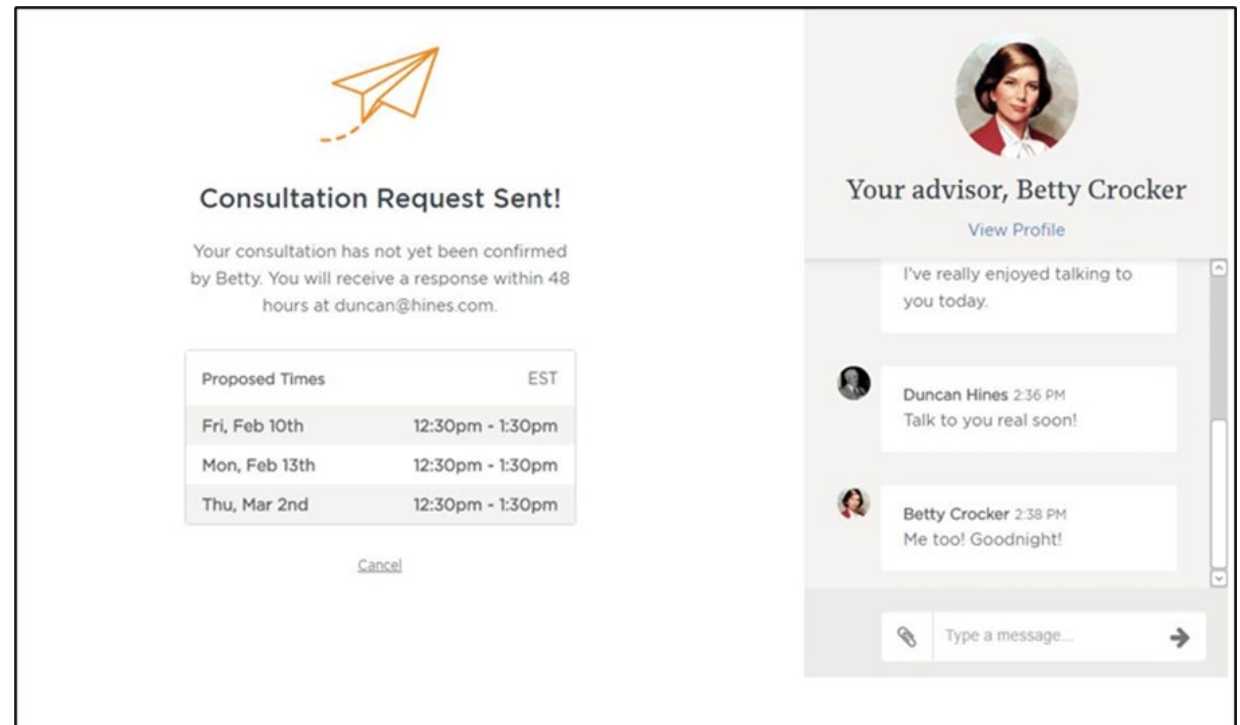
PEOPLE OF	MEETINGS/MONTH	RATE
Institutions I'm affiliated with	Unlimited	Free
Other schools	0	Free
	0	\$20/hr
	0	\$40/hr
On Evisors.com	0	\$ 0 /hr

USE SMART RATE

# MENTORING SESSIONS

Sessions can be scheduled via the platform. As a mentor, you'll receive an email from the platform when a mentee would like to request a meeting with you.

- Accept, decline, or propose an alternate meeting time. If you need more information from the mentee before deciding, you may request this.
- Once you accept the meeting request, you'll receive a calendar invitation.
- Prior to the meeting, communicate and share files using the platform's messaging feature.



The screenshot displays a notification on the left and a messaging interface on the right. The notification, titled "Consultation Request Sent!", features a paper airplane icon and states that the request from Betty has not been confirmed and that a response will be received within 48 hours at duncan@hines.com. Below this is a table of proposed meeting times in EST:

Proposed Times	EST
Fri, Feb 10th	12:30pm - 1:30pm
Mon, Feb 13th	12:30pm - 1:30pm
Thu, Mar 2nd	12:30pm - 1:30pm

A "Cancel" link is located below the table. The messaging interface on the right shows a profile for "Your advisor, Betty Crocker" with a "View Profile" link. The message history includes a message from Betty Crocker: "I've really enjoyed talking to you today." and a response from Duncan Hines: "Talk to you real soon!". A message from Betty Crocker at 2:38 PM says "Me too! Goodnight!". At the bottom, there is a text input field with a paperclip icon and a "Type a message..." placeholder, followed by a send button.

# FREQUENTLY ASKED QUESTIONS

## FOR MENTORS

### Getting Started

#### **What does it mean to be a mentor?**

As a mentor, you'll be helping someone by sharing insights into your professional experience and expertise. This can be as simple as a video call or as immersive as inviting a mentee to visit your workplace. The nature of the relationship is completely up to you. Ultimately, it's a rewarding experience that often leads to personal growth for both the mentor and mentee.

#### **Who will I mentor?**

IE students and young alumni seeking career advice in areas where you have expertise.

#### **Can I find a mentor for myself?**

Yes! As an alumnus/a, you can search and contact fellow alumni who are offering career advice on their profiles. A great resource for mentors and mentees to enhance their knowledge is the platform's video library. Browse it for career development topics, including LinkedIn optimization, case interview prep, and more.

# FREQUENTLY ASKED QUESTIONS

## FOR MENTORS

### Type of Advice, Profile Management and Personal Data

#### **What advice can I offer?**

You're welcome to provide any career-related advice that you think is relevant to your mentee. Whether interviewing for a job or internship or learning about a specific industry, students enjoy learning from your unique perspective. Mentees are responsible for outlining what type of information they are seeking, but feel free to ask them for additional clarification before connecting for your session. Enjoy full access to Vault's industry-specific guides for career insights to prepare for mentoring sessions or share with mentees.

#### **Where on my profile can I outline how I can be most helpful to advisees?**

We encourage you to complete your headline and 'About Me' section to help mentees understand how you can best support them. The more detail you provide in your profile, the more likely it is that you'll connect with mentees who can benefit from your experience and guidance.

# FREQUENTLY ASKED QUESTIONS

## FOR MENTORS

**Will the advisee be able to see my phone number or email address?** No. Your phone number and email address are never shared with the advisee as all communication is routed through the platform. What's more, All communication is tracked and stored in the platform for easy reference.

### Level of Commitment

#### **What's the time commitment?**

You decide. In general, new mentors will typically start with one or two consultations and increase as they feel comfortable. If your schedule gets too busy, you have the option to put your mentoring on pause and hide your profile from searches during that time.

#### **How many alumni/students should I mentor?**

You decide. For those who are new to mentoring, we'd recommend starting with one or two students, monitoring your progress with them, and then taking on others as and when you feel comfortable doing so.

# FREQUENTLY ASKED QUESTIONS

## FOR MENTEES

### **What is a mentor?**

Mentors are alumni, senior students, or peers who volunteer to share their insights and experiences. They can help you with things like making confident career decisions, learning more about industry, and reviewing materials like your CV and Cover letter.

### **A mentor is NOT:**

- a coach giving you assignments or deadlines
- a therapist solving personal issues
- or a shortcut to a job or internship.

Mentors share perspectives and lessons that help you lead your own path.

### **I'm a student. Can I also be a mentor?**

Absolutely! Senior students can guide their peers. Mentoring is about **giving back while growing forward.**

# FREQUENTLY ASKED QUESTIONS

## FOR MENTEES

### **How do I find a mentor?**

When logging into your profile, select the **“advisors” tab** on the left margin. Filter by industry, company, program, or location. Request a session with someone who fits your goals.

### **How do meetings work?**

Book your session directly through the platform. You’ll get a confirmation email and meeting link — simple, secure, and all online.

### **How should I prepare for my first meeting?**

- Review your mentor’s profile
- Write down 2–3 questions
- Arrive on time and be open-minded
- Remember to treat the meeting like a professional conversation, not an interview

# FREQUENTLY ASKED QUESTIONS

## FOR MENTEES

### What can I talk about?

Mentors are here to share insight into their experiences and honest advice. You can speak with them about topics like:

- Career transitions
- Industry insights
- Interview tips
- Life after IE

### How do meetings work?

Mentoring is flexible — sessions can last **between 10-30 minutes** depending on the topic you're discussing. Both mentor and mentee decided how often they'd like to connect.

# FREQUENTLY ASKED QUESTIONS

## FOR MENTEES

### **How do I make a good impression on my mentor?**

Show genuine curiosity, be respectful of their time and follow through on advice. Always send a short thank-you message after your session, gratitude goes a long way in the IE community. For more tips on how to make a good impression, review our **IE Best Practices Guide**.

### **What should I do after the mentoring session?**

Reflect, take action, and stay connected. Share updates on how you used their advice — mentors love to see their guidance make an impact. If relevant, ask politely if they'd be open to future check-ins.

 *IE Generations is about continuous connection, not one-off chats.*

### **Can I connect with more than one mentor?**

Yes! In fact, we encourage it. Different mentors bring diverse perspectives — industry insights, cultural experiences, and global viewpoints. Just be thoughtful and avoid overbooking sessions; quality beats quantity.

 *Think of your mentors as your personal IE community circle.*

# FREQUENTLY ASKED QUESTIONS

## FOR MENTEES


### **What if a session doesn't feel like a good match?**

That's okay — mentoring is about finding the right fit. You can always explore other mentors with different expertise or communication styles. Be respectful, thank them for their time, and keep exploring — the network is wide and diverse.

 *Every interaction is a learning opportunity.*

### **How can I make the most of IE Generations long-term?**

Use it as your **career compass**, not just a one-time resource. Connect during internships, career changes, and even after graduation. Today's mentor might become a colleague, partner or even a future collaborator.

 *IE Generations grows with you — from student to alumnus to leader.*