ALUMNI MENTORING 2019

ROADBOOK
ALUMNI 2018



**Contact :** violaine.pogeant@rennes-sb.com

**1ST INTERVIEW ALUMNI MENTOR /STUDENT (Between January and March) :**

**Define the professional project**

**The first step is about writing your professional project :**

1. **Professional project presentation**
2. **Presentation of the path followed in preparation for this project (description and inputs)**

 - Training / studies / specialisation chosen

 - Graduating project (thematics)

 - Professional experiences

 - School’s Associations (which one, missions…)

 - Stays abroad

 - Extra-professionnal experiences enriching the professional project

1. **Description and study of one or two targeted position at the end of School :** skills, know-how, required qualities, geographical situation, etc.
2. **Report of interview(s) realised with 1 or several professional of the sector, the function or the job**

 **5) Auto-diagnostical : acquired experience to date, assets and potential lacks in relation with targeted job(s)**

In terms of knowledge, interpersonal skills, know-how, what the student acquired and what is to be acquired.

Analysis of the assests and potential lacks will allow him to prepare his argumentation and to demonstrate his understanding of the job.

 **6) A pitch presentation of yourself and your path in 15 to 20 lines**, to answer the recruiters question « Introduce yourself ».

 **7) A CV**

**TARGETED JOB DESCRIPTION**

**fUnction**

Description :

Arguments/Motivations in relation with this function :

**ACTIVITY SECTOR**

Description :

Arguments/Motivations in relation with this sector :

**COMPANY TYPE**

Which one(s) :

Arguments/Motivations in relation with this company type :

**geographICAL AREA**

**ProfilE WANTED FOR THIS KIND OF JOB** (knowledge, aptitudes and personal qualities, skills…)

**TARGETED JOB DESCRIPTION no. 2 (POTENTIAL)**

**fUnction**

Description :

Arguments/Motivations in relation with this function :

**ACTIVITY SECTOR**

Description :

Arguments/Motivations in relation with this sector :

**COMPANY TYPE**

Which one(s) :

Arguments/Motivations in relation with this company type :

**geographICAL AREA**

**ProfilE WANTED FOR THIS KIND OF JOB** (knowledge, aptitudes and personal qualities, skills…)

**INTERVIEW WITH A PROFESSIONAL OF THE TARGETED JOB**

**NAME OF THE COMPANY / ACTIVITY SECTOR / KEY FIGURES :**

**NAME OF THE PERSON INTERVIEWED :**

**fUnction :**

**motivations (FOR THIS COMPANY OR JOB) :**

**LIST OF INFORMATIONS THAT THE STUDENT IS WILLING TO COLLECT DURING THE INTERVIEW :**

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**LIST OF QUESTIONS ASKED DURING THE INTERVIEW / ANSWERS obtAINED :**

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**USEFUL INFORMATIONS COLLECTED IN READINESS FOR THE JOB HUNT :**

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**-**

**YOUR EXPERIENCE ACQUIRED TO DATE IN RELATION TO THE AIMED JOB(S)**

|  |  |  |
| --- | --- | --- |
|  | **ACQUIRED** | **TO BE ACQUIRED** |
| **Know (Knowledge)** |  |  |
| **Know-How (Skills)** |  |  |
| **Social skills (Interpersonal skills)** |  |  |

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**PATH/PROFESSIONAL projeCt PITCH – ANSWER TO THE question « INTRODUCE YOURSELF » (15-20 LINES MAX)1ER ENTRETIEN PARRAIN ALUMNI/ETUDIANT**

**2ND INTERVIEW ALUMNI MENTOR/STUDENT (Between April and June) :**

**Job Hunt Action Plan**

**STRATEGY / JOB HUNT ACTION PLAN**

**Presentation and explanation of the strategy and action plan to find one’s first job:**

1. **Targeted job (pick up a job offer) :**
2. **Targeted companies :**

**-**

**-**

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1. **Contemplated action plan (process / calendar) :**
2. **CV / Cover Letter**

**3RD INTERVIEW ALUMNI MENTOR/STUDENT (DECEMBER) :**

**Follow-up and support after finishing Rennes School of Business**

This informal interview aims at reviewing the graduate’situation in the months following the end of his studies at Rennes School of Business.

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| --- | --- |
| **CURRENTLY LOOKING FOR A JOB** | **ACTUELLEMENT EN POSTE** |
| **Difficulties encountered :** | **Company :****Job Title :**  |
| **Need for a support from the Career Department : yes / no** | **Is the current job answering the graduate’s expectations?****If not, why ?****Contemplated actions :** |

**Note addressed to the Mentor :** do not hesitate to guide to the Career Department Rennes School of Business Alumni to complete the support by a Career Interview with a professional coach or a HR specialist. **Contact :** **alumni@rennes-sb.com**