Career Connections: Quick Start

Career Connections is a place where Moore School alumni and students can meet to share professional advice.

Those searching for advice initiate the process by reaching out to the group at large or finding another Career Connections participant who might be able to answer their questions. Together, the Searcher and the Advisor determine the length of the career advising conversation, whether it is a single interaction or longer term.

Job Search & Recruiting: With advising and sharing information the primary focus, Career Connections is not our forum for job postings. Those can be accessed at, or posted to, our exclusive Darla Moore School of Business Alumni group under the Jobs tab.

Alumni who are recruiting their fellow alumni or current students for jobs may post a job description directly to the Jobs tab themselves or e-mail it to alumni@moore.sc.edu for posting.

Main Goals: Career Connections exists to
- Allow peer-to-peer advice among the Moore School community
- Allow alumni and students to build professional capabilities, confidence and networking connections
- Share career development information

Following these steps will help you get the most out of Career Connections:

- **Manage your group settings** to allow other group members to contact you via LinkedIn for advising purposes and to receive the group digest on a weekly or daily basis to see if you can contribute.
  - Go to the main Career Connections page on LinkedIn. Find and click on the gray i at the top right. From the menu that appears, choose “Your Settings.”
  - You will see your group settings choices for Career Connections.
    - Select Digest E-mail and choose Weekly or Daily.
    - Select “Allow members of this group to send me messages via LinkedIn.”

- **Review the full guide within Moore Connections**, our alumni portal, to find out more about productive advising relationships, whether short or long. Advising sessions trend towards shorter time commitments now, but may last longer if you build a rapport with someone. Find it at www.moore.sc.edu/alumni.

- **Participate in online group discussions**. You can check the group e-mail digest to see what people are asking about or you can go straight to the group page.
Searchers: Find Advisors to reach out to using your professional development goals to choose people with the right background.
- To search group members, go to Career Connections on LinkedIn, choose “Members” and use search terms such as company name, industry or role.
- Then reach out directly via LinkedIn with your request.
- Read the full guide for more information on managing your Advisor relationships and professional development.

Advisors: Await request from another Career Connections member seeking advice or information.
- Please respond to requests within 2-3 days or let the person know when you will be in touch.

More About Career Connections

By joining Career Connections on LinkedIn, you can act as either a Searcher or an Advisor, even simultaneously requesting advice from one participant while receiving advice from another.

Searchers: Alumni or students at any stage seeking career advice
Contemplating the next step in your career? Is there a professional capability you would like to develop? Reach out for advice from Moore School alumni who have experience with what you are about to face. There are a few ways to ask:
1) Post a general question to the group. It will appear on the group's wall and in the group digest.
2) Search the Career Connections group members to find a potential advisor and send them a message.

Advisors: Alumni, and sometimes students, willing to share insights from their professional experience. Simply join Career Connections to show you are willing to be contacted. In addition to one-on-one sessions, you can also answer questions posted to the group.

Who Can Join? The Career Connections group is open to alumni and some current students of the Darla Moore School of Business. Moore School faculty and staff may also be admitted to the group for administrative purposes.

Leaving the Group: Go to the group page, and you will see a grey “Member” button across from your name and profile picture. Hover over the button and the text will change to “Leave.” Simply click that button to be removed from the group.

Staying Safe Every profile in Career Connections has been verified against our alumni database, but please use common safety advice when setting up in-person meetings with people you may not know. This includes letting someone else know when, where and who you are planning to meet, meeting in a public space, not sharing too much personal information, etc.

The Fine Print This group is for networking, advice, and support. Please keep inquiries to a professional nature, and avoid solicitation of job opportunities outright. The group administrator reserves the right to remove anyone from the group who has used it for purposes other than those explicitly stated in this document.