

## FIRSTHAND ADVISORS – GET STARTED (for Harvard Alumni)

Are you an alum interested in volunteering your time and expertise to help current Harvard students? [Join Firsthand Advisors today](#) following these easy steps!

1. Visit <https://harvardocs.firsthand.co/register/expert>
2. Automatically import your profile information directly from LinkedIn by selecting the “Autofill with LinkedIn” option.
3. Select your availability and provide more background about your Harvard experience.

### Learn more:

#### *What is Firsthand Advisors?*

[Firsthand Advisors](#) is an online platform designed to connect Harvard College, GSAS, and Extension students with alumni from a variety of Harvard schools who work in diverse fields and organizations. The tool facilitates “flash mentoring” – allowing you to provide job search and/or career advice without being a burden on your limited time. Firsthand makes it easy to schedule conversations with students through the platform while keeping your personal contact information confidential.

#### *What types of advice can alumni offer?*

There are currently three consultation types alumni can offer on the Firsthand platform:

- o Career Conversation
- o Resume/CV Critique
- o Mock Interview

#### *What if I don't see my industry, school, or degree type as an option when completing my profile?*

- o School and degree information are fill-in fields, not predetermined drop-down menus. This means you can enter your education information, even if your response for a particular field doesn't match one of the recommended answers.
- o The work experience options are designed to mimic the options in LinkedIn. This way alumni can use the “Update with LinkedIn” option to auto-populate their profile very quickly. However, please note that the “Industry” field is not the only way that students will be searching for mentors. Students often use keywords when searching, so we recommend including relevant keywords throughout your profile. This can include specialty fields, job functions, research areas and more!

#### *I already registered for a Firsthand account. Can I still use LinkedIn to complete my profile?*

Yes! If you don't want to fill in your profile manually, you still have the option to auto-complete your profile with LinkedIn. To do so, please [log into your Firsthand account here](#) by selecting "Give Advice" and inputting your username and password. Then, select your name from the top right corner of your homepage and click "Edit Profile." The blue "Update with LinkedIn" button should then appear, allowing you to import your profile details directly from your LinkedIn account.

# Edit profile

## Personal Info

About Me

Education

Work Experience

Groups

Career Goals

## Personal Info

 UPDATE WITH LINKEDIN

FIRST NAME\*

John

LAST NAME\*

Harvard

EMAIL\*

ocsrecep@fas.harvard.edu



UPLOAD A PHOTO

## Once you've completed your registration:

The homepage now houses Vault Guides within the Firsthand Advisor mentoring platform.

Important Homepage Navigations:

The screenshot shows a user interface for the Firsthand Advisor mentoring platform. On the left is a vertical navigation menu with icons for Home, Documents, Lightbulb, Briefcase, Profile (highlighted in yellow), and Globe. The main content area features a large 'Welcome Kara!' message. Below this, there are two columns: 'Featured Article' and 'Recent Articles'. The featured article is titled 'Our 2022 Internship Rankings Are Here!' and includes a sub-headline 'BEST INTERNSHIPS 2022' with a star icon. The article text states: 'Today, we're very excited to release our complete 2022 Internship Rankings. This year, our Internship Rankings highlight the top programs in more than 30 categories. Our rankings include the 50...'. A 'Read Article' link with a right arrow is at the bottom of the featured article. The 'Recent Articles' column lists three articles: 'Top 5 Data Science Career Paths', 'Which Gen Is Unhappiest at Work: X, Z, or Millennial?', and 'New Pathways to BigLaw'. A 'View All' link with a right arrow is at the bottom of the recent articles column.

Click the person icon highlighted above to be redirected to the Firsthand Advisor mentoring side.

- Click the book-shaped icon, then the "Guides" tab to be redirected to Vault guide content.
  - Vault guides provide additional, timely insight into succeeding in various industries that can be useful as a tool for mentoring students.

## Specify what dates and times you are available

- To update your preferred times, please select “Availability” from your dashboard and navigate to the “Preferred Times” section. Select the pencil icon on the right side of each day to change the hours that you would be free to meet with students.
- Please include a variety of available times, if possible, as students must select three potential meeting times when requesting a conversation with you.

**Edit availability**

Exposure

**Preferred Times**

Calendar Sync

Out of Office

Programs

### Preferred Times

Select which hours you're usually free to meet with advisees

Monday 8 am - 5 pm	
Tuesday 8 am - 5 pm	
Wednesday 8 am - 5 pm	
Thursday 8 am - 5 pm	
Friday 8 am - 5 pm	
Saturday Unavailable	
Sunday Unavailable	

SAVE PREFERRED TIMES

## Join a group (pilot)

- To join a group, please select “Groups” from your top navigation bar. This will list all available groups that you may join in Firsthand.
- Groups are an excellent way to identify students and colleagues with similar interests and experiences and include discussion forum functionality.
- Please note that the groups function is still in its pilot stage, so you may not find a relevant group right now.

## Prepare for your first consultation!

- Your advisor profile will be "live" once it is completed, so you may receive a request any time after registering.
- Firsthand offers built-in-scheduling services, phone/video calls, and a platform for file-sharing without revealing your contact information.
- When you receive a consultation request, you will be notified by email.
- Students search for mentors in several ways; however, adding a profile photo and detailed descriptions of your skills and experiences can increase the visibility of your profile.

**For any additional questions about Firsthand Advisors, please email [ocsrecep@fas.harvard.edu](mailto:ocsrecep@fas.harvard.edu)**