

UGA MENTOR PROGRAM

QUICK CHAT GUIDE

This resource is designed to help you make the most of a Quick Chat with a mentor. A Quick Chat is an opportunity to spend time with a mentor in your career field of interest. They may also be useful in a graduate or professional school search as you seek to find the best program fit for your academic and professional goals. Quick Chats can help you to: build your network, explore potential career paths, tap into the hidden job market, and/or learn unpublished details about a specific company, organization, or school. Follow the guidelines below to ensure that you show respect for the time and energy put forth by the professional you contact.

PREPARATION

- Identify a mentor to contact in a career field of interest to you
- Research the mentor and their organization/industry
- Request a Quick Chat via the UGA Mentor Program (mentor.uga.edu)
- When arranging a Quick Chat, plan for the conversation to take 15-to-30 minutes or less
- Prepare for the Quick Chat using some of our sample questions
- Pay close attention to the time so that you can respect the professional's schedule

INITIAL MESSAGE TEMPLATE

Hello **[MENTOR]**,

My name is **[First Name]**. I am a **[1st/2nd/3rd/4th year, graduate/professional student]** at UGA and am interested in arranging a Quick Chat to learn more about your career **journey/ experience/ skillset/ employer/etc.** If you're willing and available in the coming weeks, I would love to schedule a 15-to-30 minute meeting via phone or online video. What are some good times for you? I am happy to provide dates and times that are suitable for my schedule should you find this more convenient. I am extremely grateful for your consideration.

Respectfully,
[STUDENT]

SAMPLE QUESTIONS TO ASK DURING CHAT:

1. How did you get started in this field, and what educational background or experiences best prepared you for it?
2. What does a typical day in your role look like, and what are your main responsibilities?
3. What do you find most and least rewarding about your career, and would you choose this path again?
4. What is the typical career path in your field, and how do you see the role or industry evolving in the future (including growth, turnover, and advancement opportunities)?
5. What lifestyle considerations come with your role, including obligations outside of standard work hours?
6. How would you describe your work environment/company culture?
7. Where can I find job opportunities in this field, and are there organizations, resources, or contacts you recommend I explore further?