Caltech Alumni Career Connection

Brought to you by the Caltech Career Center and the Alumni Association

USER GUIDE
Step 1: Register to be a Caltech Alumni Career Connection Mentor by going to https://caltech-csm.symplicity.com/mentors

If you already have an account, after you enter your email address here you will be redirected to the login screen. If you forgot your password, just hit the Forgot Password link. If you do not already have an account and completed the registration form, you will receive a username and password to enter the system and complete your profile information within 24-48 hours.
Step 2: Log in to your Caltech Alumni Career Connection account on TECHERlink.

Step 3: Complete all of the profile information required under your Account tab.
Step 4: Make any edits/addition to your Caltech Alumni Career Connection Mentor Profile

Once you set your profile to ACTIVE, current Caltech students will be able to search for you in our database.
Step 5: Reach out to your interested Mentees. You will receive an email entitled “Professional Network Mentee Interest Notification,” but you can also log in and view the mentee information under the Interested Students section.

By placing a check in the box to the left of the student’s name, you are able to hit Mail to Checked to email this student. You can also respond to the email you receive (Professional Network Mentee Interest Notification) to reply directly to the student via your email.
Question: How do I control how many students can contact me?

Answer: When you go to the Caltech Alumni Career Connection tab, you are asked the maximum number of students that may express interest. Along with that, you are also asked to specify your desired reset interval. For example, if you say that 5 students may express interest and make the reset interval 30, this would mean that 5 students can hit their forgot interest button within a 30 day period. After that 30 day period if complete, the system resets and now another 5 students are able to contact you.

Question: I no longer want to be a mentor or do not have the time to work with interested students. How do I make sure no students can express interest?

Answer: You can go to the Caltech Alumni Career Connection tab and set Active to NO. We would welcome you to set that to YES once you have time again!

Question: Why do I see these other tabs, like Job Postings, On-Campus Recruiting and Events?

Answer: As an alumni and mentor to our students, we welcome you to bring your experience to Caltech beyond being a mentor. If your company is recruiting, whether by posting a job or coming on-campus to conduct an Information Session, you are able to do those things while logged in to TECHERlink.