

Service Requirements

1. Coffee Chat

- a. Goal: The mentor provides a 30-minute free session with a mentee to network, answer questions, and enhance the mentor's visibility and influence.
- b. Time: 30 minutes

2. Resume Polishing

- a. Goal: The mentor helps the mentee polish their resume for job applications and teaches them how to write an outstanding resume in the future.
- b. Time: 30 minutes
- c. Mentee Provides:
 - i. Resume and comments for the meeting
- d. Mentor Tasks:
 - i. Before the Meeting:
 - Review and polish the mentee's resume.
 - Upload the reviewed resume into Cospace.
 - ii. During the Meeting:
 - Walk through the resume with the mentee and make final adjustments.

Note: The mentor does not need to fully rewrite the mentee's resume but should provide revision suggestions and reference examples for each section.

3. Resume Writing

- a. Goal: The mentor helps mentees with no experience write a resume for job applications and teaches them how to create a perfect resume in the future.
- b. First Meeting
 - i. Time: 30 minutes
 - ii. Mentor Tasks:
 - Collect the mentee's job-related information, such as education, industry, job position, past experience, certifications, etc.
 - Confirm the second meeting with the mentee.
- c. Second Meeting
 - i. Time: 30 minutes
 - ii. Mentor Tasks:
 - Before the Meeting:

- a. Write the resume based on the collected information.
 - b. Upload the resume to Cospace.
- During the Meeting:
 - a. Walk through the resume with the mentee and make final adjustments.

Note: Please ensure the resume is fully completed in the second meeting. Otherwise, the service will be considered incomplete, and the student will have the right to request a refund.

4. Behavioural Mock Interview

- a. Goal: The mentor conducts a behavioral mock interview with the mentee and helps them prepare for a BQ interview.
- b. Time: 60 minutes
- c. Mentee Provides:
 - i. Resume and comments for the meeting
- d. Mentor Tasks:
 - i. Before the Meeting:
 - Review mentee's resume and comments
 - Prepare questions for mock interview
 - ii. During the Meeting:
 - First 40 minutes: Mock interview
 - Second 20 minutes: Interview review, with the mentor giving feedback based on the mentee's performance

Note: Please leave at least 20 minutes for reviewing and providing feedback on the interview.

5. Technical Mock Interview

- a. Goal: The mentor conducts a technical mock interview with the mentee and helps them prepare for a technical interview.
- b. Time: 60 minutes
- c. Mentee Provides:
 - i. Resume and comments for the meeting
- d. Mentor Tasks:
 - i. Before the Meeting:
 - Review the mentee's resume and comments
 - Prepare questions for the mock interview
 - ii. During the Meeting:

- First 40 minutes: Mock interview
- Second 20 minutes: Interview review, with the mentor giving feedback based on the mentee's performance

Note: Please leave at least 20 minutes for reviewing and providing feedback on the interview.

6. Case Mock Interview

- a. Goal: The mentor conducts a case study mock interview with the mentee and helps them prepare for a case interview.
- b. Time: 60 minutes
- c. Mentee Provides:
 - i. Resume and comments for the meeting
- d. Mentor Tasks:
 - i. Before the Meeting:
 - Review the mentee's resume and comments
 - Prepare questions for the mock interview
 - ii. During the Meeting:
 - First 40 minutes: Mock interview
 - Second 20 minutes: Interview review, with the mentor giving feedback based on the mentee's performance

Note: Please leave at least 20 minutes for reviewing and providing feedback on the interview.

7. Behavioural Interview Training

- a. Goal: The mentor trains mentees who lack experience with behavioral interviews, helping them prepare for BQ interviews.
- b. Time: 60 minutes
- c. Mentee Provides:
 - i. Resume and comments for the meeting
- d. Mentor Tasks:
 - i. Before the Meeting:
 - Review the mentee's resume and comments
 - Prepare the meeting agenda
 - ii. During the Meeting:
 - Explain to the mentee what a BQ interview is and its purpose
 - Train the mentee on how to conduct a BQ interview

8. Technical Interview Training

- a. Goal: The mentor trains mentees who lack experience with technical interviews, helping them prepare for tech interviews.
- b. Time: 60 minutes
- c. Mentee Provides:
 - i. Resume and comments for the meeting
- d. Mentor Tasks:
 - i. Before the Meeting:
 - Review the mentee's resume and comments
 - Prepare the meeting agenda
 - ii. During the Meeting:
 - Explain to the mentee what a tech interview is and its purpose
 - Train the mentee on how to conduct a tech interview

9. Case Interview Training

- a. Goal: The mentor trains mentees who lack experience with case interviews, helping them get ready for case interviews.
- b. Time: 60 minutes
- c. Mentee Provides:
 - i. Resume and comments for the meeting
- d. Mentor Tasks:
 - i. Before the Meeting:
 - Review the mentee's resume and comments
 - Prepare the meeting agenda
 - ii. During the Meeting:
 - Explain to the mentee what a case interview is and its purpose
 - Train the mentee on how to conduct a case interview

10. Career Consulting

- a. Goal: The mentor offers industry insights and assists the mentee in designing their career path, ensuring they are clear about their next steps and future plans.
- b. Time: 30 minutes
- c. Mentee Provides:
 - i. Resume and comments for the meeting
- d. Mentor Tasks:
 - i. Before the Meeting:
 - Review the mentee's resume and comments

- Prepare the meeting agenda
- ii. During the Meeting:
 - Understand the mentee's goals
 - Share knowledge and eliminate the mentee's information gaps
 - Help the mentee design their career path
- e. Potential Topics:
 - i. Target job positions and industries
 - ii. Industry Trends
 - iii. Necessary skills Development and Goals
 - iv. Career Path (1-year, 3-year, 5-year)
 - v. Professionalism
 - vi. Networking
 - vii. Salary and Compensation