Thanks for your participation in the Spur Connections database!

Spur Connections is a tool to help practitioners (both USC alumni and non-alumni) assist USC students and alumni in learning more about various positions and industries. USC students and alumni will be able to search the Spur Connections database and contact mentors for such activities as email networking, information interviewing, job shadowing, etc.

In joining Spur Connections you will help USC students and alumni to:
- **Decide it.** (make choices about their career and academic options)
- **Experience it.** (explore work settings related to their career and academic interests)
- **Live it.** (prepare for and execute their job or graduate school search and live out their dreams)

Spur Connections is a part of USC’s JobMate database, a comprehensive, integrated online system to assist USC students and alumni with their job search.

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**Steps to Register**

**Step 1:** Go the Career Center homepage:  
[www.sc.edu/career](http://www.sc.edu/career)

**Step 2:** Click on the “Mentors“ tab under the JobMate icon (on the right side of the page).

**Step 3a:** If you are already a registered user, type your username and password, then click “LOG-IN.”

**Step 3b:** If you have never registered, click the “Click here to register” link. Complete your profile and click the “Save” button. You will receive an e-mail after your registration has been approved.

**Note:** If you forget your password, you can click the “Forgot your password?” link to have it reset and emailed to you. This link is on the login page.

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**Sponsored by:**  
[www.boschcampus.com](http://www.boschcampus.com)
**Guidelines for Use**

When creating your Spur Connections profile you will be required to agree to the following:

- Knowing, understanding, and in full, appreciating all possible risks, I hereby voluntarily and willingly assume all risks associated with my participation in this program.
- I agree to release and hold harmless the University of South Carolina for consequences resulting directly or indirectly from or in any manner arising out of, or in connection with, my participation in this program.
- I agree to be responsive to student/alumni requests for my assistance based on the maximum number of contacts I choose to allow each month. If I find I am unable to participate at that level I will edit my profile accordingly or will contact the Career Center to inactive my account.
- I agree that I am participating for meaningful, professional mentoring purposes and not for solicitation or any other purpose.
- I understand that I may have more than one JobMate account for different purposes, and agree that all active recruiting of USC students/alumni must occur through a JobMate employer contact account which is separate from my Spur Connections mentor account.
- I agree to be honest in my information and representation presented in my mentor profile.
- I agree to list an accessible email account for students/alumni and Career Center staff to contact me.
- I understand that my profile will be pending until approved by a Career Center staff member.
- For the comfort and safety of USC students/alumni and for my own protection, I agree to meet with students/alumni in public places and to report any suspicious activity immediately to the Career Center.
- I agree to complete and submit a monthly activity report to the USC Career Center of the student/alumni connections I make once an interaction has occurred.
- I agree to complete an annual evaluation of my participation in this program.

**Guidelines for Use (continued)**

- I agree to participation in interviews, the use of quotes, and the taking of photographs or moving images. I also grant the right to edit, use, and reuse said products for non-profit purposes including use in print, on the internet, and all other forms of media for Career Center promotional use.
- I understand that I may contact the Career Center and request to inactivate my profile at any time.
- I understand that the Career Center has the right to inactivate my account and participation in the program if I am found to be in violation of the Guidelines for Use.

**Recruiting vs. Mentoring**

Spur Connections is a tool to help practitioners (both USC alumni and non-alumni) assist USC students and alumni in learning more about various positions and industries.

In Spur Connections you can:

- Share advice with USC students and alumni exploring careers.
- Share your personal career experience and provide guidance in how to be successful in your industry.
- Offer insight and support to better prepare and motivate students and alumni to take a stronger interest in their career development.

If you are a human resources professional please note that Spur Connections is NOT a direct recruitment tool. It is however, a great way for practitioners working throughout your organization to help you brand your organization on the USC campus as they seek to help others by sharing their personal experiences. Please promote the Spur Connections database with colleagues you feel would indirectly assist in your recruitment efforts by providing a quality representation of your organization. Additionally, if you personally wish to assist students/alumni who are interested in working in the field of human resources you too may sign up to be a mentor.

If you do wish to take advantage of our on-campus recruiting program, please see [www.sc.edu/career/employers.html](http://www.sc.edu/career/employers.html) to learn more.
Registration - Step-by-Step

Setting up your profile is as simple as filling in the fields you see on the Mentor Registration screen.

You will enter information into four broad categories: personal information, employment information, education and additional information.

Students and alumni will be able to contact you electronically through the system using the email address you provide, but will not see your personally identifiable contact information except for city and state (until you respond to their email).

TIPS:

- All fields marked with an * are required
- For fields that allow multiple selections, use CTRL to select more than one.
- Hover over the blue ? for a help tip if you are unsure what to enter into a given field.

1) Personal Information

- You must agree to the Guidelines for Use.
- Enter in your name.
- Select a username/password of your choice.

- If you forget your username, please contact the Career Center.

- If you forget your password you may request it from the Spur Connections log-in page.

- Enter in your address, phone and email.
- Indicate if you are on LinkedIn.
- Provide demographic information (gender, cultural background) only if you wish.
- Indicate the maximum number of contacts from individual students you wish to receive each month. We have set the default to 5. You may adjust this to receive more or less than 5 contacts per month as you wish.

2) Employer Information

- Enter in your current employer and job title.
- Select an industry and a job function.

- Industry: This reflects the type of organization - or the environment - in which you would work.
- Job Function: This reflects the type of work - or the job function - you would perform.

(For example you could work for a manufacturing company (industry) but your role (job function) in that organization could be accountant, human resources generalist, market researcher, sales representative, project manager, etc.)

- Provide your current employment status.
- Provide a description of your current position.
- List previous jobs you have held. We suggest you use a format of “Employer Name, Job Title, Dates; Employer Name, Job Title, Dates”.
- Enter any advice you have for students/alumni about making the most of their college experience or enhancing their employability. Please keep your advice professional in nature.
- Enter in areas of expertise on which you can speak such as unique certifications or skills.

3) Education

- You may enter in up to three degrees, starting with the most current. If you took courses not resulting in a degree, select N/A for degree.

4) Additional Information

- Enter activities you pursued during college.
- Indicate if you are a USC Alumni or a parent of a current USC student or alumni.
- Select one or more minimum mentor activities in which you are willing to participate.

  - Email networking: E-networking allows a student to interact with a practitioner via email to learn more about their employer and position through an informal question and answer exchange. E-networking also allows students/alumni to solicit guidance and advice. The level of time and commitment you spend on e-networking is up to you. Be clear with students/alumni up front how much you are able to contribute.

  - Information Interviews: An information interview allows a student/alumni to interact with a practitioner face-to-face or by phone to learn more about their employer and position through a formal question and answer exchange. A typical information interview is approximately an hour in length.

  - Job Shadowing: Job shadowing allow students/alumni to observe a practitioner on the job. A typical shadowing experiences lasts several hours.

- Select one or more optional mentor activities in which you are willing to participate. Students/alumni will not see your responses. Only Career Center staff will be able to contact you to request your involvement in:

  - Presenting to a student organization
  - Presenting to an academic class
  - Serving on a panel for a Career Center workshop

- Indicate if you are interested in hiring USC interns or graduates and see www.sc.edu/career/employers.html for more information.
Coming Soon

Coming Soon
On a monthly basis you will receive a very short email survey from the Career Center asking you to report your connections. Here we'd like you to report:

- Any email networking you have participated in as a result of being contacted by a student/alumni through Spur Connections.
- Any formal information interview you scheduled and held with a student/alumni who contacted you through Spur Connections.
- Any formal job shadowing experience you scheduled and held with a student/alumni who contacted you through Spur Connections.

In addition, you will be asked to share the names of the students/alumni you interacted with, as well as rate the quality of their preparation.

Your responses to this survey will allow us to:

- Follow up with the students/alumni to ask them evaluate their experiences.
- Follow up with students/alumni who need additional coaching on professionalism (based on your feedback).
- Meet our mandate to report student/alumni activity in this program.

Additionally, we rely on you to let us know if a student/alumni was a no-show to a scheduled interaction. (Please see next section.)