



# CAM Program Volunteer FAQs 2018

## What is the time commitment?

There will be one short training video, that you should plan to watch by **Thursday, August 16**. After that, the general time commitment is based on two sessions with your assigned student(s) of approximately for 45 minutes each. The goal is for students to get practice conducting outreach, using their pitch and conducting an informational interview. Your first session with them may include any of these three elements. Your second session may be optional based on the rapport with the student, but would include a 45 minute Mock Interview (30 minute interview, 15 minutes of feedback). Both of these activities should be scheduled by your students and completed before October 26, 2018. After each session with your student(s) you will be asked to complete a brief online evaluation to provide feedback. The total time commitment for the program could be anywhere between six and ten hours total.

## When will my meetings be scheduled?

The actual date and time will be arranged by you and your student(s), but we highly recommend scheduling all the dates in advance. You should expect to hear from your student(s) between **August 29 - September 7** to set up a time to meet.

## What if I have to cancel a meeting at the last minute?

We understand that other factors may affect your meetings. We ask that you please provide 24 hours notice if you need to cancel. If you cannot reschedule your session within the given parameters, please email Fiona Behm at [fiona.behm@duke.edu](mailto:fiona.behm@duke.edu)

## What if I have scheduling conflicts that prevent me from being able to schedule a meeting with a student during the guidelines provided and a student assignment deadline might be missed as a result of this?

It is imperative that the MMS student complete all interviews in a timely fashion. If you are unable to find a time to meet during the timeframe we have outlined, please email [fiona.behm@duke.edu](mailto:fiona.behm@duke.edu) as soon as possible.

## What sort of equipment will I need to for my virtual meetings?

All communication will take place through e-mail, phone or and webcams (typically Skype). If you don't have a webcam or a microphone, please contact [fiona.behm@duke.edu](mailto:fiona.behm@duke.edu) and she will work with you to ensure you have the necessary equipment.

## How do I get paired up with an MMS students?

You will receive a list of your assigned student(s) from our team by **August 27**.

## **Will I get paid to be a Career Advisor for MMS?**

No, this is a volunteer role. Your time, expertise, and energy are greatly appreciated.

## **How was I selected?**

You were selected based on your commitment to Team Fuqua. Many of you were either mentors or Career Fellows during your time at Fuqua and have demonstrated a willingness to help others in the Fuqua Community.

## **What sort of training is involved?**

You'll need to watch a short training video available on the CAM website and we suggest you view it before **Thursday, August 16**. The video will include a program introduction as well as networking and interview guidelines.

## **What do the evaluations entail?**

Evaluations are an important element of the program. Your comments and feedback will help the CMC assess each MMS student's professional progress at Fuqua. All information provided in the evaluations will be kept confidential. You will be sent an evaluation survey to complete after your meetings with your assigned student(s).

## **Why are Alumni being asked to serve as Career Advisors for MMS?**

Due to the nature of the 10 month program, MMS students are not able to have a Career Fellow Program structured like the Daytime MBA Program. The Fuqua Alumni population is an incredible resource for Fuqua because of your professional expertise and your previous experience as an MMS student. Many of you served as Career Fellows during your time at Fuqua and have demonstrated a desire and a commitment to helping others with their career search. We have selected a small group of Alumni because we believe you will be able to build the rapport to connect with our MMS students and provide the constructive feedback they need to ensure they are well-prepared for their career search.

**If you have any questions regarding the CAM program, feel free to contact [Fiona Behm](#)**