

SEA Member to Member Mentoring Program

Welcome to SEA's Career Center. This is the home of the Member to Member Mentor Program.

Via this portal SEA members can choose to volunteer as a mentor, search for a mentor (formal or informal), connect for career advice, or even post other opportunities for SEA members.

For more detailed info on the mentoring program, view the Guide below.

***Disclaimer:** This is an informal, voluntary program for SEA members. SEA staff is not involved in making or enforcing mentoring connections.*

Types of Mentoring Relationships

- Informal peer to peer advice and conversation
- Informal career advice and questions
- ECQ and resume assistance
- Formal mentoring relationship

Mentoring Agreement Form

If you choose to enter into a formal mentoring relationship, SEA has created a draft Agreement Form you may choose to use.

Technical Assistance

Please contact SEA Member Services at action@seniorexecs.org for technical questions about using the Career Center.

Before Accessing the Career Center

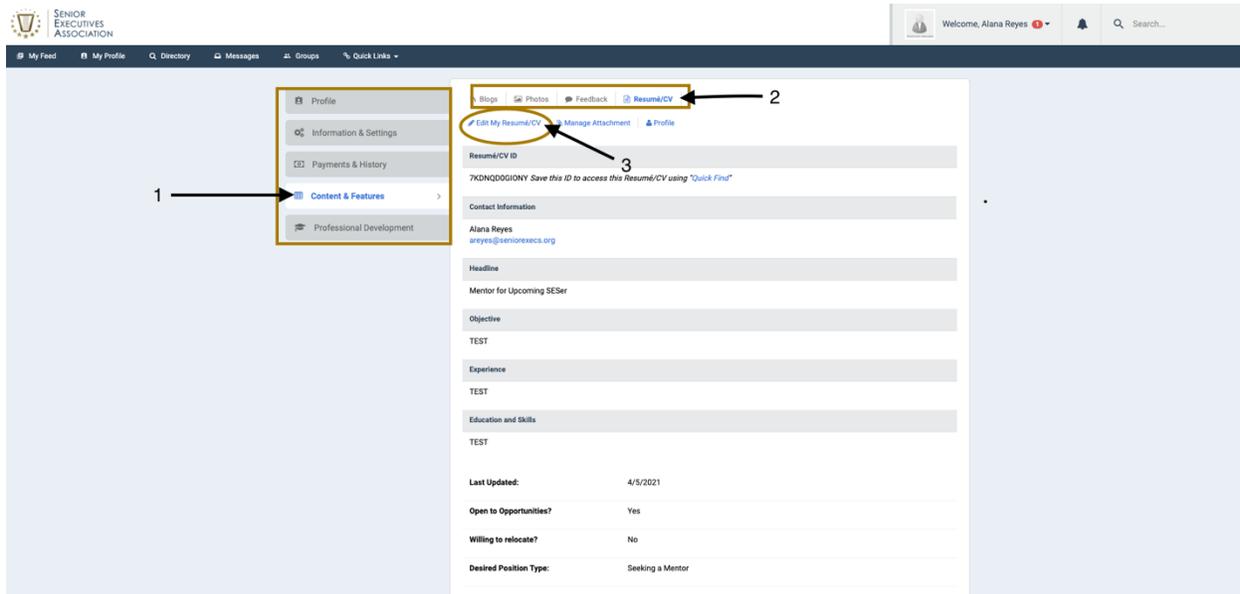
In order to have optimal use of the Career Center please make sure you are logged into your account. If you need help with your online login information, please contact member services at action@seniorexecs.org.

The screenshot shows the homepage of the Senior Executives Association (SEA). At the top left is the SEA logo. A dark blue navigation bar contains the following menu items: ABOUT, MEMBERSHIP, NEWS & EVENTS, ADVOCACY, RESOURCES, PARTNER, STORE, and DONATE. Below the navigation bar is a banner image of the U.S. Capitol dome with the text "The voice of career federal leaders since 1980".

On the left side of the page, there is a "WELCOME TO THE SENIOR EXECUTIVES ASSOCIATION (SEA)" section. Under "WHO WE ARE:", it states "The professional association for..." and lists three bullet points: "Career members of the Senior Executive Service (SES), SL/ST, and equivalent positions.", "Retired and former career federal Senior Executives and equivalents.", and "Aspiring leaders (GS-12 to GS-15) as part of SEA's leadership pipeline program." Under "WHAT WE DO:", it lists "Connections...Information & Insights...Advocacy...Professional Development...Building the Leadership Profession..."

On the right side, there is a "Sign In" form. It includes "Login with Facebook" and "Login with LinkedIn" buttons, an "OR" separator, "Username" and "Password" input fields, a "Remember Me" checkbox, and a "Sign In" button. A "Forgot your password?" link is located below the sign-in button. Two yellow arrows point to the "Username" and "Password" input fields.

By logging into your account, you are able to update your “resume” to reflect your preferred mentor/mentee type. As detailed in the image below, while on the home screen of your profile, first select “Content & Features”. This will take you to the main content that is customizable and also visible on your profile. Here, you will next select “Resume/CV”. Once that page loads, then you will click on “Edit My Resume”.



In your resume, there will be 6 important sections for you to fill out. The rest are optional to your preferences. These sections will be:

1. Name
2. Headline
3. Objective
4. Experience
5. Contact Information
6. Classification

Name and Headline

You will clearly write your first and last name followed by a headline. The headline should highlight whether you want to be a mentor or want to be a mentee.

The screenshot shows a user profile editing interface. On the left is a navigation menu with items: Profile, Information & Settings, Payments, Content & Features, and Professional Development. The 'Content & Features' item is selected. The main content area is titled 'Resumé/CV' and contains several sections:

- Name (Optional):** A text input field containing 'Alana Reyes'.
- Headline:** A text input field containing 'Willing to Mentor/Be a Mentee' with a character count '(Max. 100 characters.)'. A red asterisk indicates this is a required field.
- Objective:** A section with a character count of '895 (of 1000 characters remaining)'. It includes instructions: 'Describe your strengths along with position types and organizations for which you would like to work. You may also include keywords that describe your ideal career. Example: To obtain a management level position that utilizes my problems solving skills and creativity in the technology field.' Below this is a text area with an example: 'Example: "I am willing to mentor/be a mentee on an informal basis for up to 3 months in regards to _____"'. The text area is currently empty.
- Experience:** A section with instructions: 'Please list relevant work experience. For example: "Position, XYZ Company, 2003-2005. I accomplished project 1, project 2, and project 3, allowing XYZ company to achieve a major milestone."' Below this is a text area with an example: 'For example: "Position, XYZ Company, 2003-2005. I accomplished project 1, project 2, and project 3, allowing XYZ company to achieve a major milestone."' The text area is currently empty.
- Education and Skills:** A section header at the bottom of the visible form.

Objective and Experience

The objective and experience sections are entirely up to you to determine the level of specificity you provide. If you wish to only be a mentor for a short amount of time and on an informal basis, then you will write that in the objective tab. The same goes for if you are a mentee and want to give the mentors an idea of the type of guidance you request. The objective section is a brief summary to alert mentees or mentors to who may be a good fit for them. The experience section is where you will then briefly describe the experience you have in a specific topic. This will also help match the correct mentee with a mentor. The information in this section is available to be viewed by other users in the Career Center.

The screenshot displays the user interface of the Senior Executives Association website. At the top left is the logo for the Senior Executives Association. The top navigation bar includes links for My Feed, My Profile, Directory, Messages, Groups, and Quick Links. On the right, there is a user profile for Alana Reyes and a search bar. The main content area is divided into sections: Objective, Experience, and Education and Skills. The Objective section is highlighted with a yellow border and contains a character count (895 of 1000 characters remaining) and a text area with an example sentence. The Experience section also has a text area with an example sentence. The Education and Skills section has a text area with the label 'TEST'.

Objective 895 (of 1000 characters remaining)

Describe your strengths along with position types and organizations for which you would like to work. You may also include keywords that describe your ideal career. Example: To obtain a management level position that utilizes my problems solving skills and creativity in the technology field.

Example: "I am willing to mentor/be a mentee on an informal basis for up to 3 months in regards to _____"

Experience

Please list relevant work experience. For example, "Position, XYZ Company, 2003-2005. I accomplished project 1, project 2, and project 3, allowing XYZ company to achieve a major milestone."

For example: "Position, XYZ Company, 2003-2005. I accomplished project 1, project 2, and project 3, allowing XYZ company to achieve a major milestone."

Education and Skills

Please list your educational history and acquired skills. For example, "B.A., Political Science, John Smith University" for education, and "Proficient in Microsoft Word, Excel, PowerPoint" for your skills. You may also include any certifications, awards or other relevant training and experience.

TEST

Contact Information and Classification

In the contact information section, you can select from the “Contact Address” to have your personal address, work address or no address visible to those who come across your resume. You can also choose to edit your address selection from your main profile. If you need help with that please reach out to member services at action@seniorexecs.org. The same rules for “Contact Address” applies for “Contact Phone”. To enhance the “contact phone” option, please use the “Additional Information” section to further express time limits on phone calls and what should be said in the event a voicemail is left.

Classification is determined by whether you would like to be a mentor or be a mentee. It is imperative that you select the correct classifications as this is how someone would be able to find you for their specific needs. In the “Primary Category” drop down you will have the selections of:

1. Career Connections
2. Misc
3. Research
4. Seeking a Mentor
5. Serve as a Mentor

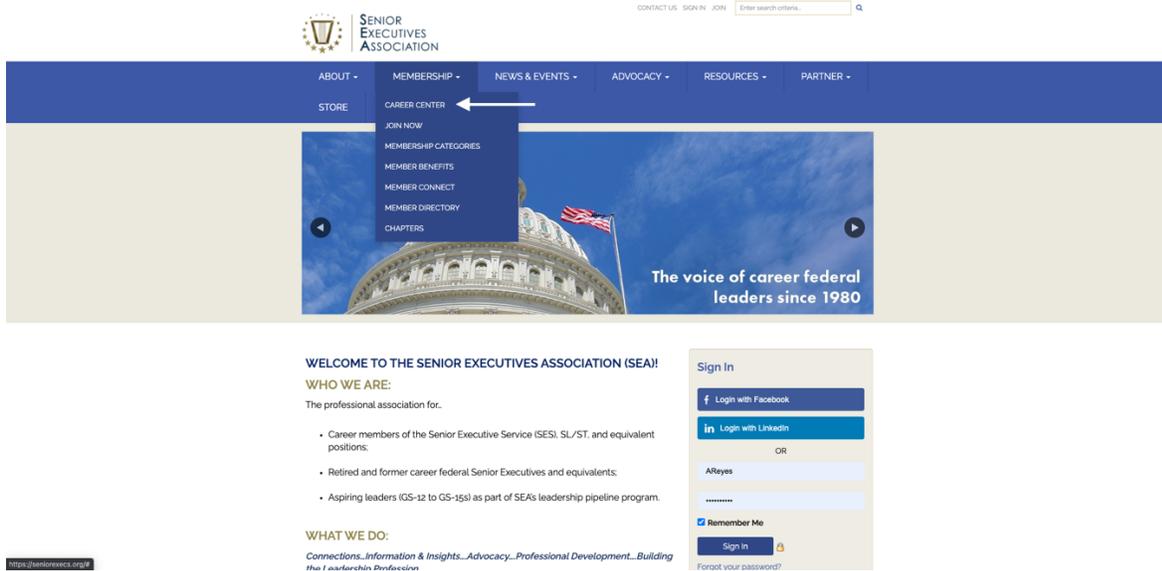
For this situation, you will want to focus on either selecting seeking a mentor or serve as a mentor.

The screenshot displays the profile editing interface for the Senior Executives Association. The 'Contact Information' section includes dropdown menus for 'Contact Address' (set to 'Personal Address') and 'Contact Phone' (set to 'Home Phone'). Below this is an 'Additional Information' text area with a character count of 926/1000, containing the text: 'You may call me on my work phone (111)111-1111 between the hours of 1-5 pm'. The 'Classification' section features a 'Primary Category' dropdown set to 'Serve as a Mentor' and an 'Additional Categories' dropdown with 'Serve as a Mentor' selected. Other dropdowns include 'Desired Position Type' (Mentor), 'Level of Education' (Any), and 'Relevant Experience' (Any). At the bottom, there are four privacy options, each with a radio button: 'Link your Resume/CV to your personal page?' (Yes selected), 'Include your Resume/CV in search results?' (Yes selected), 'Display your e-mail address?' (Yes selected), and 'Can potential employers contact you?' (Yes selected).

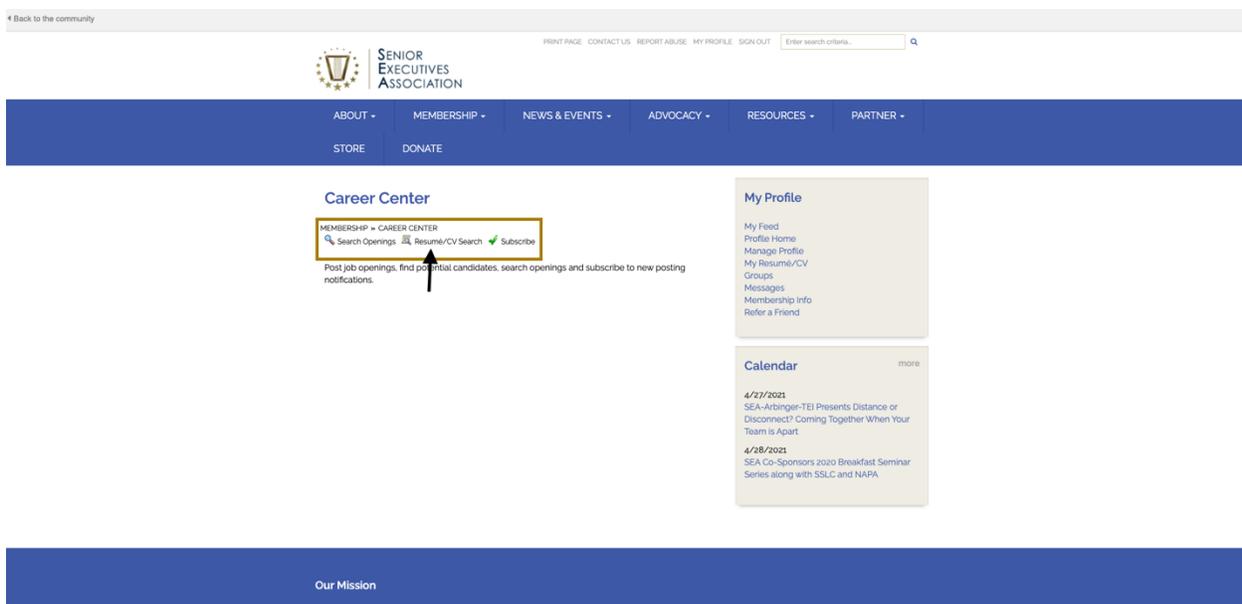
Once all of that is saved and completed, you may now move on to using the career center.

How Do I Access the Career Center?

To access the career center, select the drop down menu under the “Membership” tab. Click on the “Career Center” option to reach the Career Center homepage.



Once in the Career Center, you will click on the option of Resume/CV Search. This will then take you to a “Search by Criteria” page.



This “Search by Criteria” page will allow you to specify what you are looking for. In the category section, you can narrow down resumes by those who are “seeking a mentor” and those who wish to “serve as a mentor.”

Career Center - Search for Openings - Resumé/CV Search

Search Openings Resume/CV Search Subscribe

If you are looking for a specific Resumé/CV you had previously reviewed, enter the ID below and click "Quick Find" to go directly to the Resumé/CV.

Resumé/CV ID:

Search by criteria:

Keywords: (Contains ALL)

City:

Country: All Countries

Location:

Category: Any Category Career Connections Misc Research Seeking a Mentor **Serve as a Mentor**

Selecting multiple categories (hold CTRL while clicking) will return records in any of the categories selected.

Willing to relocate: Yes No No Preference

Desired Position Type: Any

Level of Education: Any

Relevant Experience: Any

Resumé was updated: Anytime

Once you’ve selected your category and clicked search, you can now see everyone who has categorized their resume to that specific criteria.

Resumé/CV Search

New Search

You searched for:

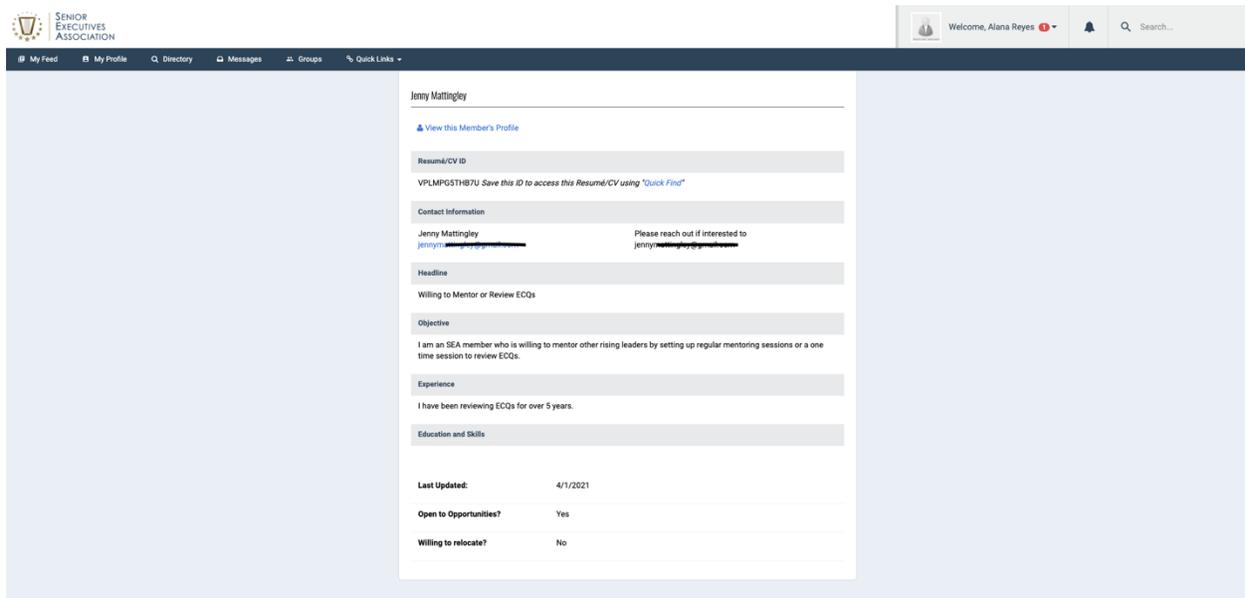
- Any Resumé/CV categorized as "Serve as a Mentor"

2 Records Found

Click here to refine your criteria and search again >

ID	Name	Primary Category	Last Updated
WKDNDG0G0NY	Alana Reyes	Serve as a Mentor	4/5/2021
Mentor for Upcoming SESer			
VPLMPG6THBYU	Jenny Mattingley	Serve as a Mentor	4/1/2021
Willing to Mentor or Review ECOs			

To view someone's resume please click on the Blue ID that is on the left side of their name. This will take you directly to their resume page.



The screenshot shows a user interface for the Senior Executives Association. At the top left is the logo and name 'SENIOR EXECUTIVES ASSOCIATION'. A navigation bar includes 'My Feed', 'My Profile', 'Directory', 'Messages', 'Groups', and 'Quick Links'. On the right, there is a user greeting 'Welcome, Alana Reyes', a notification bell, and a search bar. The main content area displays the profile of 'Jenny Mattingley'. It includes a link to 'View this Member's Profile', a 'Resume/CV ID' (VPLMPG5THB7U) with a note to save it for 'Quick Find', and contact information. The contact info shows 'Jenny Mattingley' with a blue ID and a redacted email address, and a note to 'Please reach out if interested to' with another redacted email. Below this are sections for 'Headline' (Willing to Mentor or Review ECOs), 'Objective' (I am an SEA member who is willing to mentor other rising leaders by setting up regular mentoring sessions or a one time session to review ECOs.), 'Experience' (I have been reviewing ECOs for over 5 years.), and 'Education and Skills'. At the bottom, there are fields for 'Last Updated:' (4/1/2021), 'Open to Opportunities?' (Yes), and 'Willing to relocate?' (No).

If you are interested in working with that person, you may contact them directly using their contact information. It is up to you and that person to connect and build a mutual contract based on the guidelines SEA has provided.

If you have any questions, please reach out to action@seniorexecs.org. We will answer any questions you may have to make your group experience as productive and easy as possible.

