#### HEC PULSE

## USER GUIDE

January 2024 - HEC Life Project



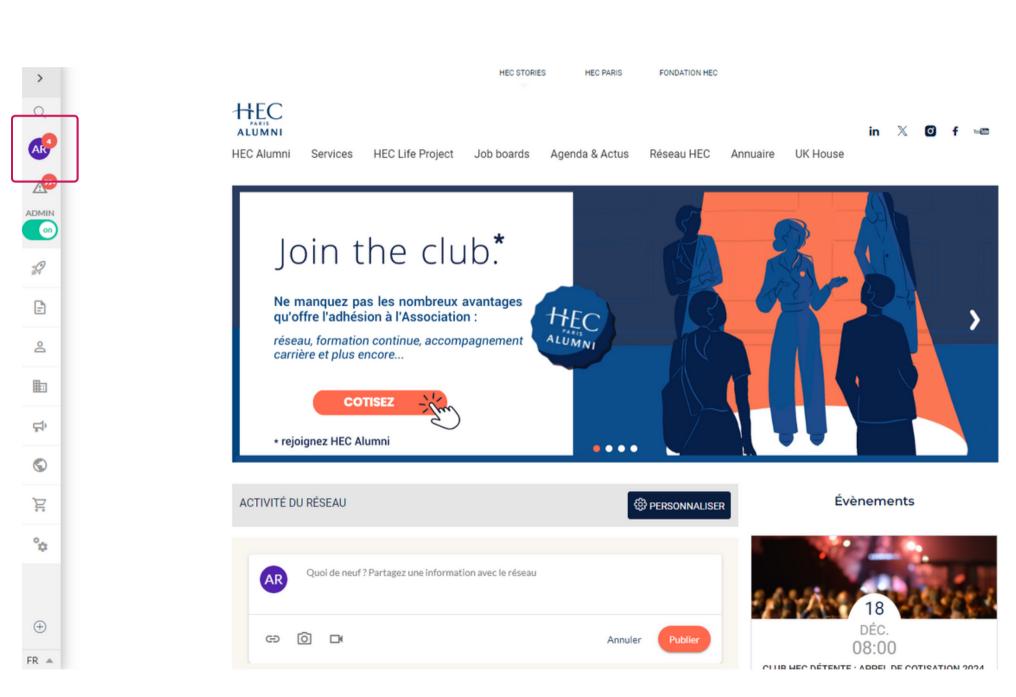
#### WHAT IS MENTORING?

Mentoring is a process in which an experienced individual helps another person develop his or her goals and skills through a series of compassionate, confidential, one-on-one conversations and other learning activities.

# HEC'S MENTORING PROGRAMS

As an Alumni association, we believe that creating connections is the key to success.

Our mission is to bring together all HEC Paris graduates, and our mentorship program is a core service to foster authentic and long-lasting relationships.



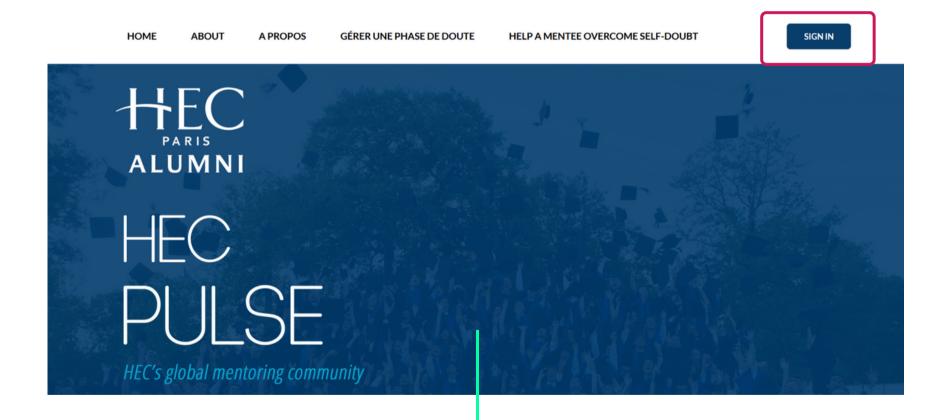
#### **HOW TO GET STARTED?**

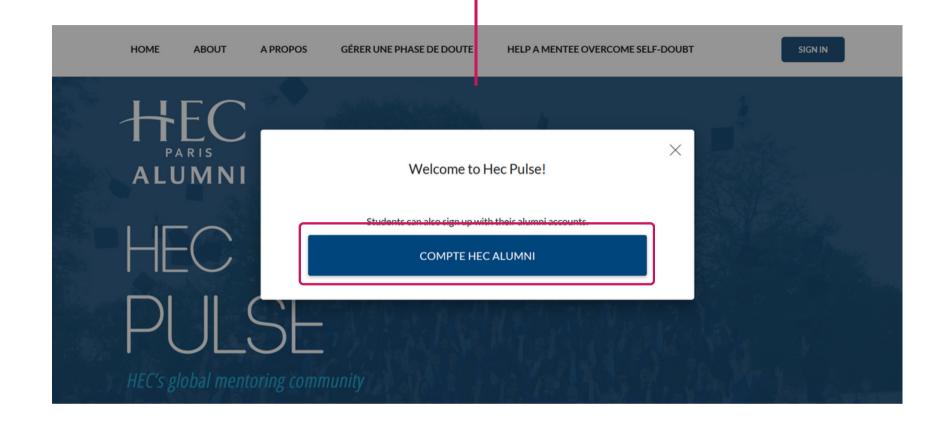
Make sure you are connected to your account on <a href="https://www.hecalumni.fr">www.hecalumni.fr</a>

You can then go to <u>www.hecpulse.com</u>

#### **CONNECTING TO PULSE**

Log in to your account or sign up for the first time by answering a few questions.





#### **SIGN UP PROCESS**

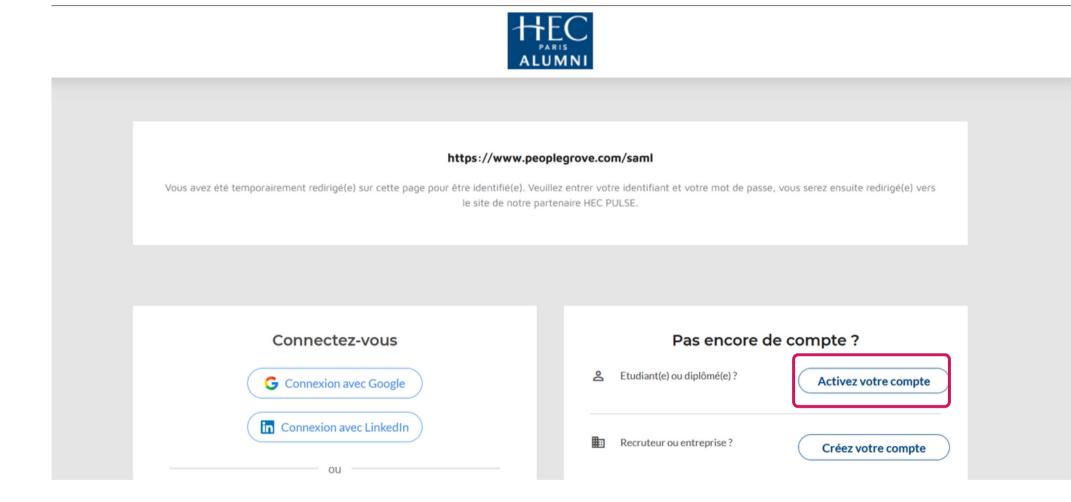
Click on the "Sign up" button and then on the "Compte HEC Alumni" to activate your account.

#### **ACTIVATE YOUR ACCOUNT**

Fill out your first name, surname and date of birth. You will then have to answer to a few questions.

Questions will take about 7 minutes to answer.

Please note that you can quit the sign up process at any time and come back later.



# I'M JOINING AS A(N) STUDENT ALUMNI CONTRIBUTOR (COTISANT) BACK BACK FACULTY & STAFF

#### STEP 1 STEP 2

Choose your user type

Input your educational history

# WHERE YOU CAN HELP CURRENT/FUTURE INDUSTRY EXPERTISE Search options... Select: de-select all | select all | Show: show selected | show all | Advertising / Publicité | Aerospace / Aérospatial

#### STEP 5

Select where you can help

### Change Photo / Take Picture Profiles with your photo are more likely to receive connection requests.

PERSONAL DETAILS

#### STEP 3

Complete your personal details

SMS NOTIFICATIONS
Never miss a connection. Get notified of new messages and requests.
Your mobile phone number
■ • 06 12 34 56 78
What do you want to get SMS notifications for?
☐ New connection requests ⑦
☐ Upcoming meetings ⑦

Headline\*

Headline

CONTINUE

#### STEP 6

Set up your notifications or skip this step

#### AVAILABILITY PREFERENCES

Expand your network and help the community. Allow others to connect and schedule meetings with you.

ARE YOU OPEN TO MEETINGS WITH OTHERS IN THE COMMUNITY? 

O YES O NO

How many meetings are you open to having each month?

#### STEP 4

Set your availability preferences

#### REVIEW THE CODE OF CONDUCT AND SIGN

Print

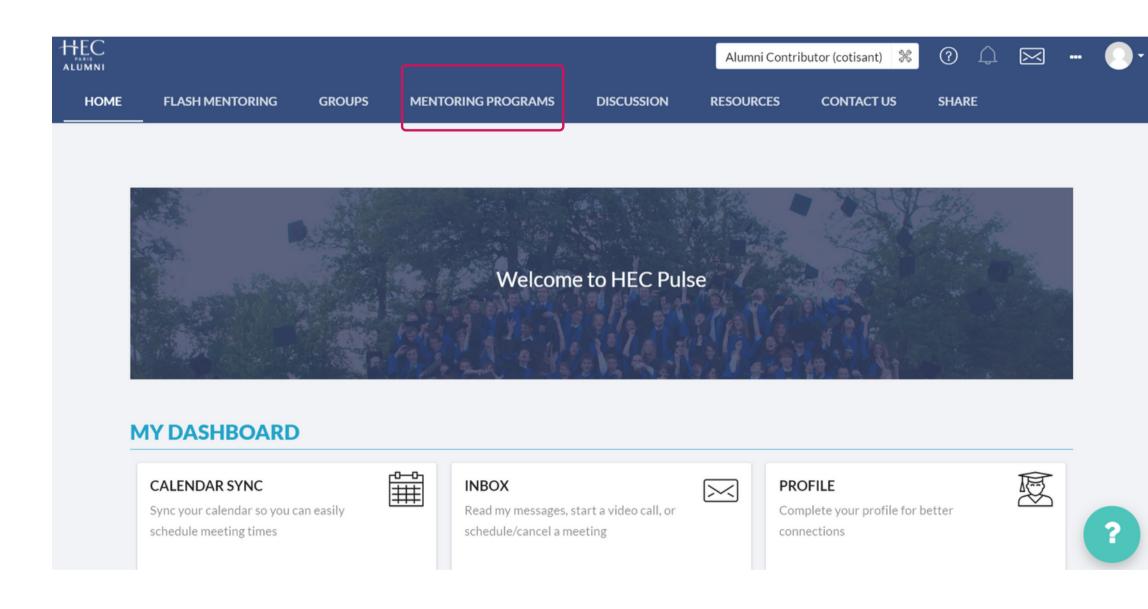
Agreement

As a participant of the mentorship/networking program on this PeopleGrove platform, I am preparing to professionally network and will be held to high ethical standards and responsibility. I recognize that

#### STEP 7

Finally, sign the user agreement

Go to the mentoring programs' tab and select the programs you wish to enroll in.



To join this program, click on the "HEC Alumni Mentoring Program" and on the "Join" button on the upper right corner. You will then have to answer a few questions.

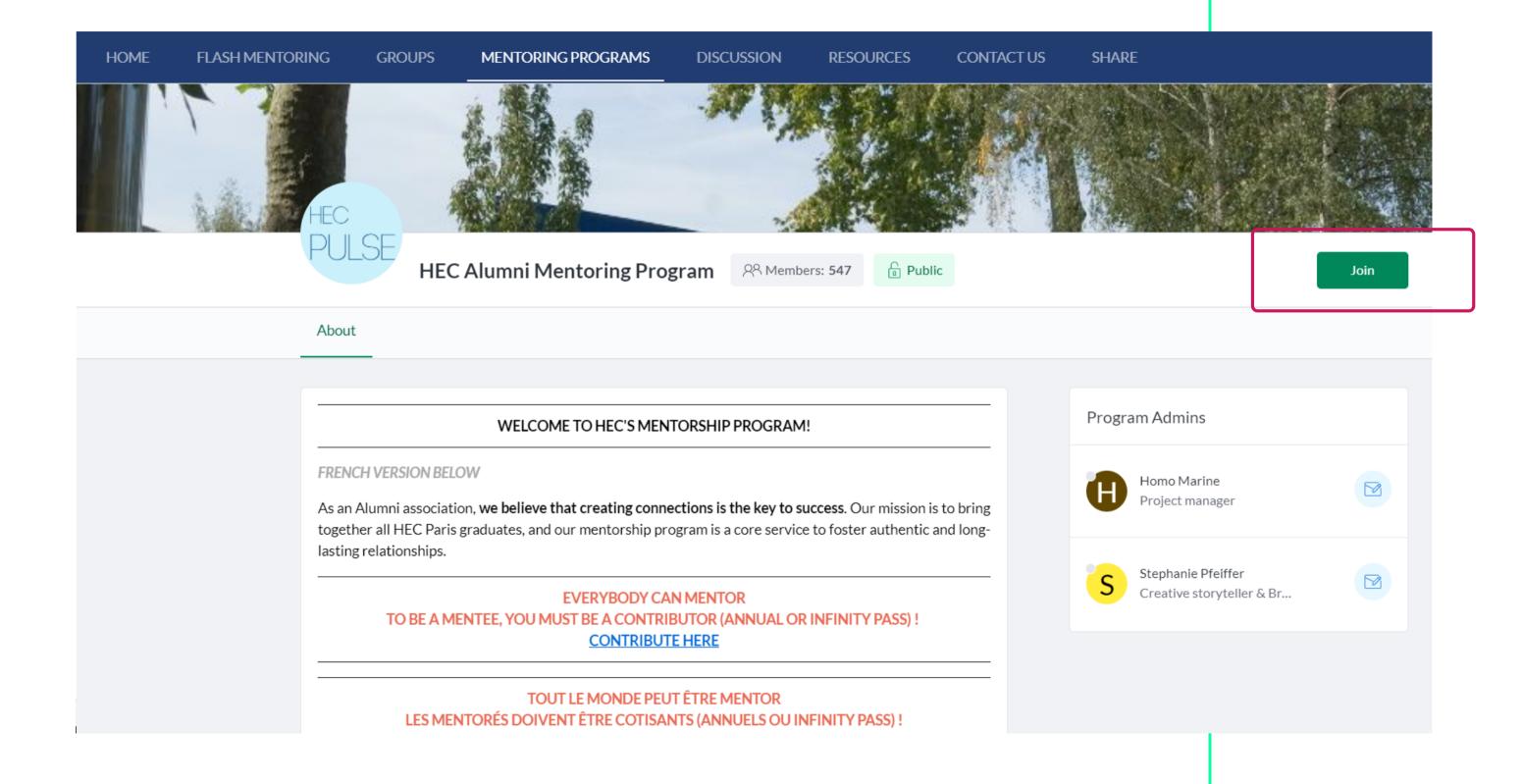
#### IF YOU SIGN UP AS A MENTOR:

Answer the 3 registration questions. You will then receive a notification of matchmaking.

#### IF YOU SIGN UP AS A MENTEE:

Answer the 3 registration questions then go to the mentors' tab and put in "favorite" the 2-3 expert profiles you prefer.

### #1 LONG TERM MENTORING PROGRAM



# #2 FLASH MENTORING

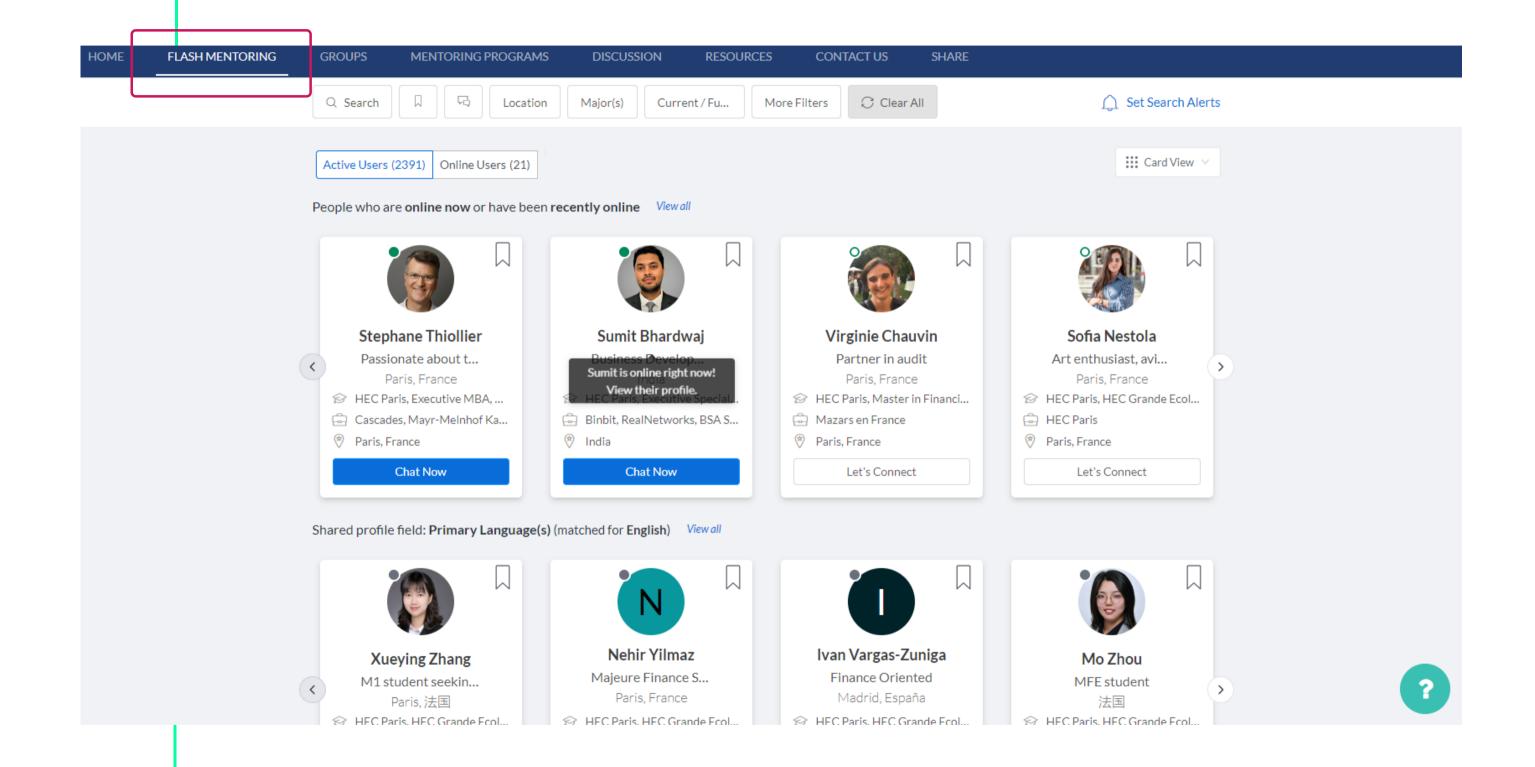
#### **EXPLORE THE COMMUNITY:**

Within the tab, the algorithm will recommend profiles based on your profile.

You can play with the filters to refine your search.

#### **GET IN CONTACT:**

Get in touch and make an appointment for a 30-minute to 1-hour interview.



For any further information, please contact Amandine at HEC Life Project.

**EMAIL ADDRESS:** 

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