

## What is the RPS EMP?

The RPS EMP connects alumni with Upper School students and young alumni who have an interest in a particular field or career and would like to learn more from an industry expert.

## Purpose & Goal

Our mission is to provide career expertise and knowledge into any given field in which the student shows interest. Both high school students and our young alums take advantage of our EMP program. We understand your time is valuable; filling out the [Express Mentorship Program Questionnaire](#) will give us a better sense of how you would like to be involved.

Requests vary from mentee to mentee. We encourage you to be clear and honest about your schedule and level of commitment up front. It is typical for the alum to have a few email conversations with the mentee and possibly meet virtually via Zoom, etc. What's most important is that we set the expectation for the mentee from the start. Any commitment, small or large, is appreciated.

Our most popular request is to shadow an alum to gain better insight into the field of their choice. This is typically a one-time meeting and sometimes there is a follow-up email or in-person meeting. However, due to alums living around the globe, most pairings are not in person. If you are able to offer a more formal work experience for the mentee, such as a virtual-only internship, please let us know.

Our hope is that once mentees benefit from this program they will want to give back to the community with their expertise and knowledge, just as you are doing with your time.

## How do I become a mentor?

Fill out the [Express Mentorship Program Questionnaire](#) to be included in our team of Alumni Mentors. We will reach out to you when an appropriate mentoring opportunity is identified.

## How do I meet and guide my mentee?

The Alumni Department and College Counseling will pair you with your mentee and introduce you via email.

## What should I expect of my mentee?

Your mentee should be responsive to your communication, respectful of your time, and involved! If you have any questions please do not hesitate to contact us.

Note: To be a mentor we require you to complete a criminal background investigation (that requires a social security number) done through our Human Resources Department. This background investigation is done entirely online through a company named IntelliCorp and will not include vehicular or credit information. This process is required of all employees and volunteers working with RPS students. The application (including your SSN) and results will be confidential within the HR department. An email from Barbara Heath ([heath@rutgersprep.org](mailto:heath@rutgersprep.org)) or Kelly Castelluccio ([castelluccio@rutgersprep.org](mailto:castelluccio@rutgersprep.org)) will arrive in your inbox after completing the Google Form. Once you receive this email, follow the prompts and complete the authorization. You will have 7 days to complete this. You can request to receive a copy of the background report.

# Typical Process

## Student

Students are introduced to the Alumni Department through the College Counseling Department (90%)  
OR  
Students come to the Alumni Department directly (10%)

Complete appropriate Google Form that will be shared with your Rutgers Prep email.

Students meet with alumni office for expectations, details, etc. Note: your parent permission slip must be turned in prior to matching you with an express mentor.



## Alum

Alum is interest in becoming an express mentor.

Complete appropriate Google Form at [www.rutgersprep.org/mentor](http://www.rutgersprep.org/mentor).

We contact you via email with any potential matches, further questions, etc. Once we have a match we will let you know prior to the virtual introduction.



We virtually introduce mentor and mentee.