



## CWS W Network Etiquette

### *The short and the long of it...*

#### **The Policies:**

***No direct solicitations or mass mailings, no password sharing, no abusing the system or you'll lose it.***

The W Network is a database of alumnae who have volunteered to share their experiences and be sources of advice and information for both career exploration and broader life issues. Some alumnae may indicate in the "Areas of Involvement" section of their profiles their willingness to provide mock interviews or help others find a job or internship, but otherwise should not be directly solicited for job, housing, internship or business opportunities, or commercial or political purposes.

The W Network is part of the Wellesley College Alumnae Association Online Community, and is password protected to allow access by registered College community members only. Any sharing or abuse of passwords is considered a violation of the policies for the Online Community as well as a breach of the Wellesley College Honor Code.

The Alumnae Association reserves the right to expel any user and deny further access to the Wellesley College Alumnae Association Web Site and Online Community if such user violates these policies or any applicable laws or regulations. For more information about the "Terms and Policy" go to <http://www.wellesley.edu/Alum/Policy/index.html>

#### **Etiquette for Contacting Alumnae:**

1. ***Provide a reasonable time frame for them to find time to meet with you.*** This is a favor they are providing for you and they have full schedules, so you will have to be flexible with yours to find a mutually convenient time. Often they will not be free for several weeks so plan accordingly. Sometimes they might not be able to get right back to you; it is perfectly acceptable for you to send a polite follow-up note after a few days.
2. ***Remember that all forms of contact are professional correspondence,*** and should reflect the image you want to present. See the CWS Web pages on email etiquette and online correspondence for more information.
3. ***Do the preliminary research*** about their background, fields and/or companies. You are asking alumnae to share their time with you; be sure you have given some of your time to them by being prepared.
4. ***Be clear about your goals;*** don't assume they know what you need. The more you know about your interests, what you can offer, and what questions you have, the more beneficial the interaction will be for both of you. You should have a clear sense of why you are contacting the people you have chosen and what you are hoping they can share with you.
5. ***Please be conscious of the number and range of alumnae you contact.*** There are a limited number of alumnae within each field or company that have volunteered to be in the W Network and a large number of you who are hoping to connect with them.
6. ***A thank you note should be sent within 24 hours,*** either by email or U.S. mail.

#### **Specific Protocol for Students in the Recruiting Program:**

1. Please limit yourself to contacting no more than two alumnae in each field during the busy times of the recruiting process, especially for mock interviews. For special exceptions, please contact Irma Tryon.
2. You must have at least 72 hours of advance time when scheduling a mock interview with an alumna volunteer. Your last-minute crisis is not their issue.
3. Any abuse of the W Network or the alumnae volunteers can result in removal from the recruiting program and/or possible referral to General Judiciary.

#### **The Bottom Line:**

Alumnae have and will remove their names from the W Network as a result of misuse of the system or unprofessional correspondence. They are invaluable resources and busy people just like you; please treat them accordingly. (We will protect you the same way when you are part of the W Network.)