A KATIECAREER GUIDE TO

PEOPLE GROVE

GROWING YOUR CAREER CONNECTIONS

YES, THIS IS LONG. CLICK TO...

LEARN THE PURPOSE

Learn what PeopleGrove is, what it does, and why you should use it.

KNOW HOW TO NAVIGATE

Learn how to navigate the platform, and all of the cool features it contains.

BUILD YOUR PROFILE

Learn how to put your best foot forward by building a strong profile.

CONNECT WITH OTHERS

Learn how to choose connections, reach out, and make the most of this experience.

PEOPLEGROVE'S PURPOSE

WHAT IS PEOPLEGROVE?

PEOPLEGROVE IS YOUR ANSWER TO FINDING CONNECTIONS THAT COUNT.

PeopleGrove is an easy-to-use platform that connects St. Kate's students with alumni, employers, and other friends of the university for career conversations, networking, and job shadowing opportunities. Connect through a "flash" meeting to gain access to information quickly, or establish an ongoing relationship.

LETS GET STARTED

THE BENEFITS OF CAREER CONNECTIONS

90%

of students who have career conversations received an internship or research position.

Students who have at least one career conversation are

4 TIMES

More likely to have an internship or research position.

THE VALUE OF PEOPLEGROVE

IT'S TAILOR-MADE FOR YOU

Unlike other websites like LinkedIn, *PeopleGrove is here just to help St. Kate's students.* Everyone you can connect with are there to create a supportive community invested in your career success.

BUILD YOUR CAREER CONNECTIONS

Whether you need advice, knowledge about a job opportunity, or are seeking to connect with others in your field of interest, members of PeopleGrove are there to inform, coach, and inspire.
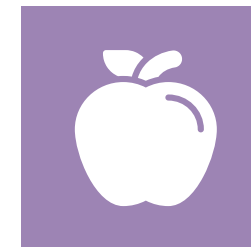
WHO CAN I CONNECT WITH?

ALUMNI
Fellow Katies can help you leverage your expertise from St. Kates

FACULTY
Faculty can give you insight into industries of interest.

STAFF
Staff members can give advice and get you connected to resources.

PARTNERS
Employers and other professionals can give you insider information on jobs and industries

SECTION TWO

NAVIGATING PEOPLEGROVE

ACCOUNT CREATION

STEPS

SCAN TO VISIT PEOPLEGROVE

1. Go to the **St. Kate's PeopleGrove Site** (stkate.peoplegrove.com)
2. Click the **Join Our Community** button.
3. Select a **Signup Method**.
4. **Note**: if you have an **active St. Kate's email address**, select **St. Kate's SSO** as your signup method.
5. Select the role you are joining as (Student, Alum, Friend of the community, Faculty or Staff)
6. Proceed through the steps to fill out your background information and preferences.
   a. **Note:** After your account is created you may need to wait for an admin to approve your account. If that's the case, you will receive an email once your account has been approved.

INBOX BASICS

LOCATING YOUR INBOX

Go to your inbox by clicking on the small envelope icon in the upper right of your screen.

CONVERSATION THREADS

Once in your inbox, you'll see a list of all your conversation threads on the left. Click on a thread to open it. You can also search and filter your communication threads.

WHAT CAN YOU DO IN YOUR INBOX?

- Respond to ongoing conversations and share files
- Take notes on your meetings
- Set goals to share with your connections
- Schedule, accept, reschedule, and decline meetings
- Initiate video calls
- Initiate phone calls
- Filter, search, and sort threads
- Be alerted for upcoming meetings
- See when your contacts are online
- Send real-time messages
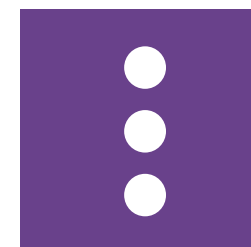
ACTION BUTTONS

Schedule meeting

Set a meeting with one of your connections. (see "Schedule meeting" section below).

Start a call with your connection

Archive/Close Conversation

Block User/Report Abuse

INBOX FEATURES

CONNECTION GOAL-SETTING

Set personal goals based on each connection/conversation within your inbox.

- Goal Title
- Description
- Due Date/Reminder
- Shared or Private

NOTES

The notes section allows you to take private notes based on each conversation you have with a connection. It allows you to stay organized as you learn more information about the connection, or jot down any advice or suggestions that your connection may give.

SHARED FILES

Any documents that are shared in the conversation will be accessible through this section.

EDITING ACCOUNT PRIVACY

HOW TO ACCESS PRIVACY SETTINGS

NOTE: *Only mentors or users who are available for others to connect with will see the Privacy setting.*

1. Click your profile image in the upper right corner of your screen to open the profile dropdown menu.
2. From the dropdown menu, select "My Preferences."
3. From the menu on the left, select "Privacy."

VISIBILITY + BLOCKING

Decide if you'd like your profile to be visible to everyone, just to members of shared groups and programs, to specific user types, or to no one.

If you need to block a user, simply click the "Block a user" button. This means that a particular user won't be able to see or communicate with you anymore unless you choose to unblock them. They won't receive an alert or notification that they've been blocked.
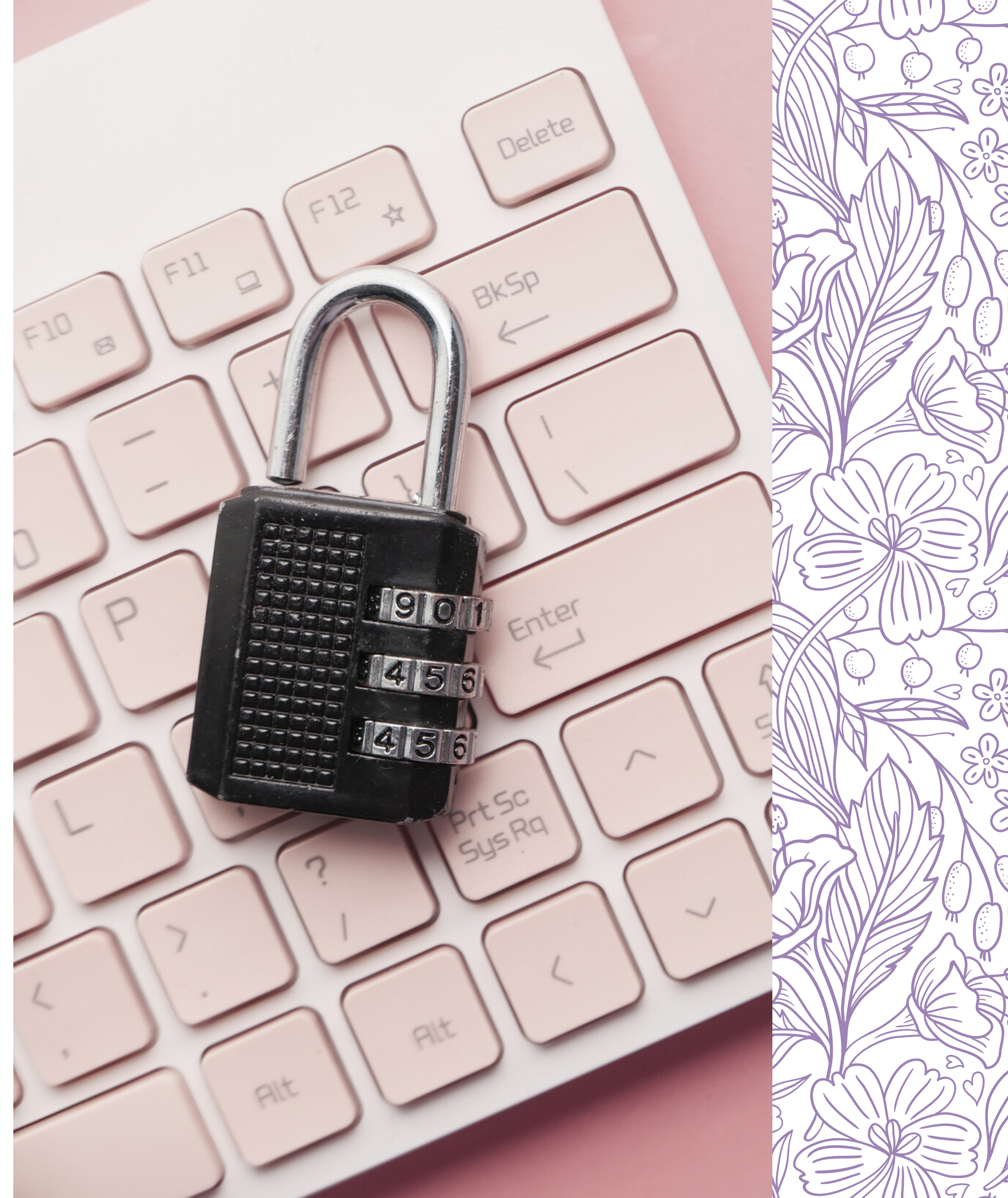
FEATURES OF PEOPLEGROVE

There are three main categories of PeopleGrove: *Career, Connect,* & *Resources*

CAREER

Jobs. You can search jobs that are available on Handshake,, and see options for who you can connect with that can provide you information about the organization or job.

Career Paths. Learn about different careers and industries that match your profile.

Projects. The projects program is currently not being utilized. Stay tuned!

CONNECT

Community. Browse community members, and search connections by topic.

Programs. If you are a part of a mentorship program like Katie Leadership Impact (KLI), your group will be located here.

Groups. Some groups are only available to people already enrolled in existing external groups. *Career Talk,* hosted by the Career Development Office, is an open community where you can engage with fellow Katies and grow your network!

RESOURCES

Pathways. Tailored step-by-step experiences to help you navigate to the next big step in your professional journey.

Resources. Find helpful articles and videos to guide you through career-related topics.
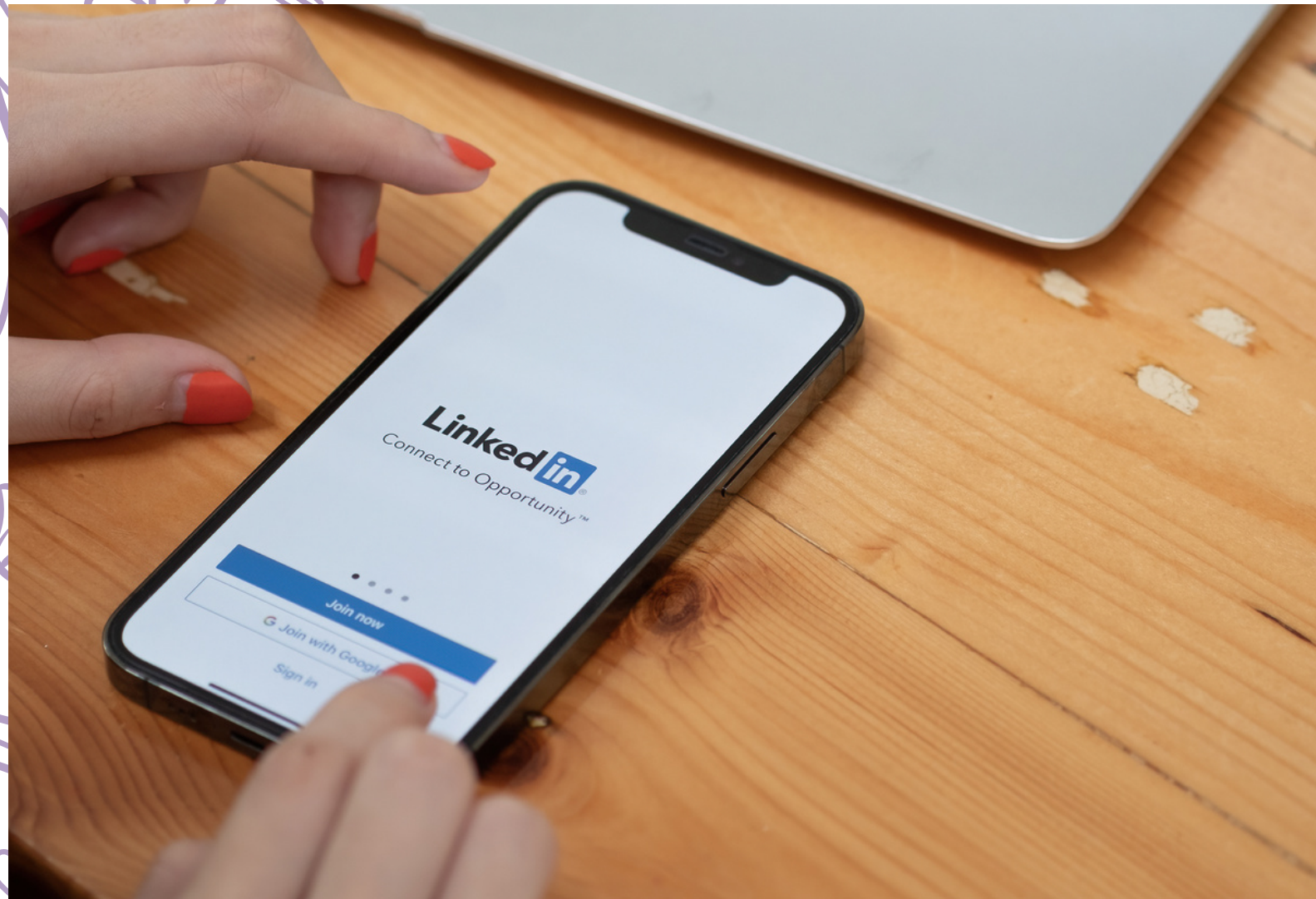
BUILDING YOUR PEOPLEGROVE PROFILE

LINKING YOUR LINKEDIN PROFILE

BUILD YOUR PROFILE
Connecting your profiles will auto-complete relevant areas of your profile.

EASE OF SIGN-IN
You will be able to sign in using your linked social accounts.

HOW TO LINK YOUR PROFILES
- On your profile page, scroll down until you see the section titled "Link Accounts"
- Click the blue bottom labeled "Connect LinkedIn"

THE INTRODUCTION SECTION

NAME

Please enter the names that you feel most comfortable being addressed by.

CURRENT POSITION
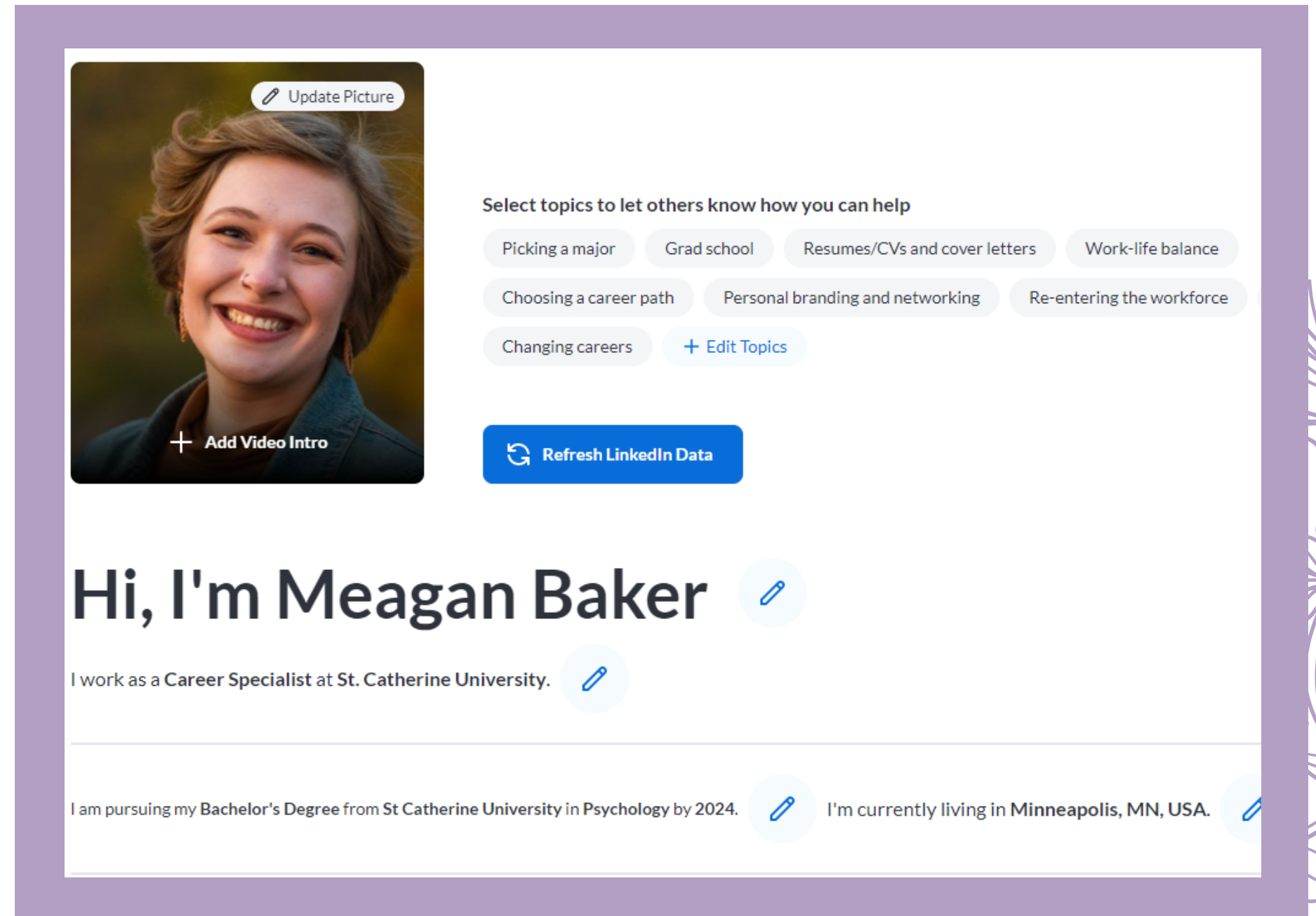
Highlight the role that is most relevant to your field of interest, or simply fill in the title as "Student."

CURRENT DEGREE

Include graduation year, degree type, majors, and minors.

LOCATION

Choose the metro area you currently live in.

Update Picture

Add Video Intro

Select topics to let others know how you can help

Picking a major   Grad school   Resumes/CVs and cover letters   Work-life balance

Choosing a career path   Personal branding and networking   Re-entering the workforce

Changing careers   + Edit Topics

Refresh LinkedIn Data

Hi, I'm Meagan Baker

I work as a **Career Specialist** at St. Catherine University.

I am pursuing my **Bachelor's Degree** from **St Catherine University** in **Psychology** by 2024.   I'm currently living in **Minneapolis, MN, USA.**
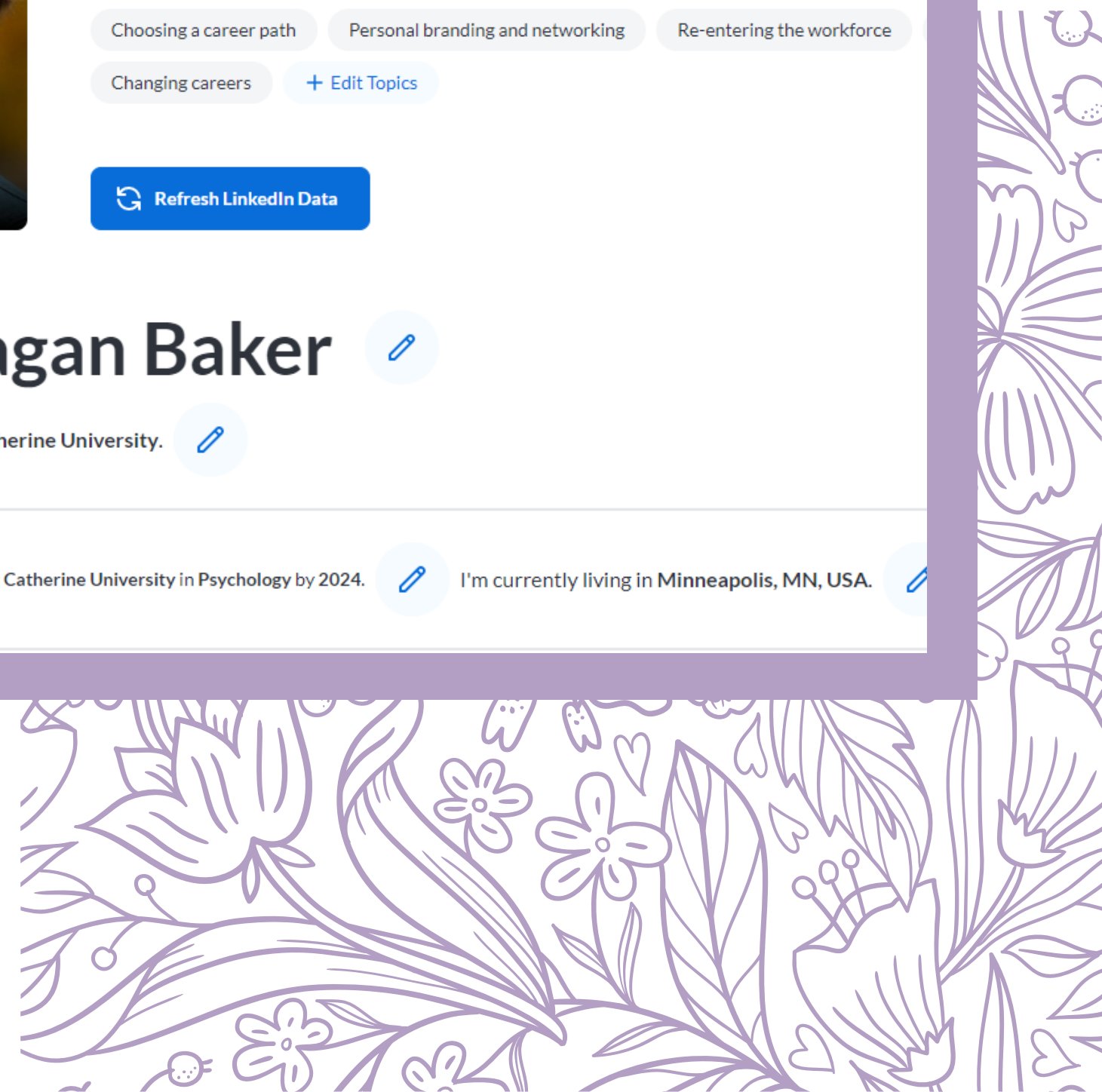
TOPICS TO HELP OTHERS

WHAT IS THIS SECTION?

The section titled *"Select topics to let others know how you can help"* is for you to list if you have particular topics that you may be able to share with alumni, faculty, staff, or partners.

WHY AM I BEING ASKED? AREN'T I SUPPOSED TO BE THE ONE GETTING HELP?

While yes, students can get assistance on these topics, we also recognize that you as a student also have valuable life experience! Feel free to list yourself for any of these topics you'd like to assist others with.

PROFILE PHOTO

YOUR PROFILE PICTURE IS YOUR FIRST IMPRESSION, SO MAKE IT A GOOD ONE! HERE ARE A FEW QUESTIONS TO ASK YOURSELF:

1. DOES THE PICTURE LOOK LIKE ME?

It's important that your picture captures how you look--make sure it's up to date.

2. DOES THE IMAGE LOOK PROFESSIONAL?

Wear something that you would be comfortable wearing to work. Make sure that the photo is good quality, and looks friendly and inviting.

3. IS THERE ANYTHING THAT IS DISTRACTING IN THE PICTURE?

Make sure the image is good quality, and that there are no parts of the picture that pulls attention away from you (e.g. background, lighting, other people). Importantly, your face should take up the most space (60%).
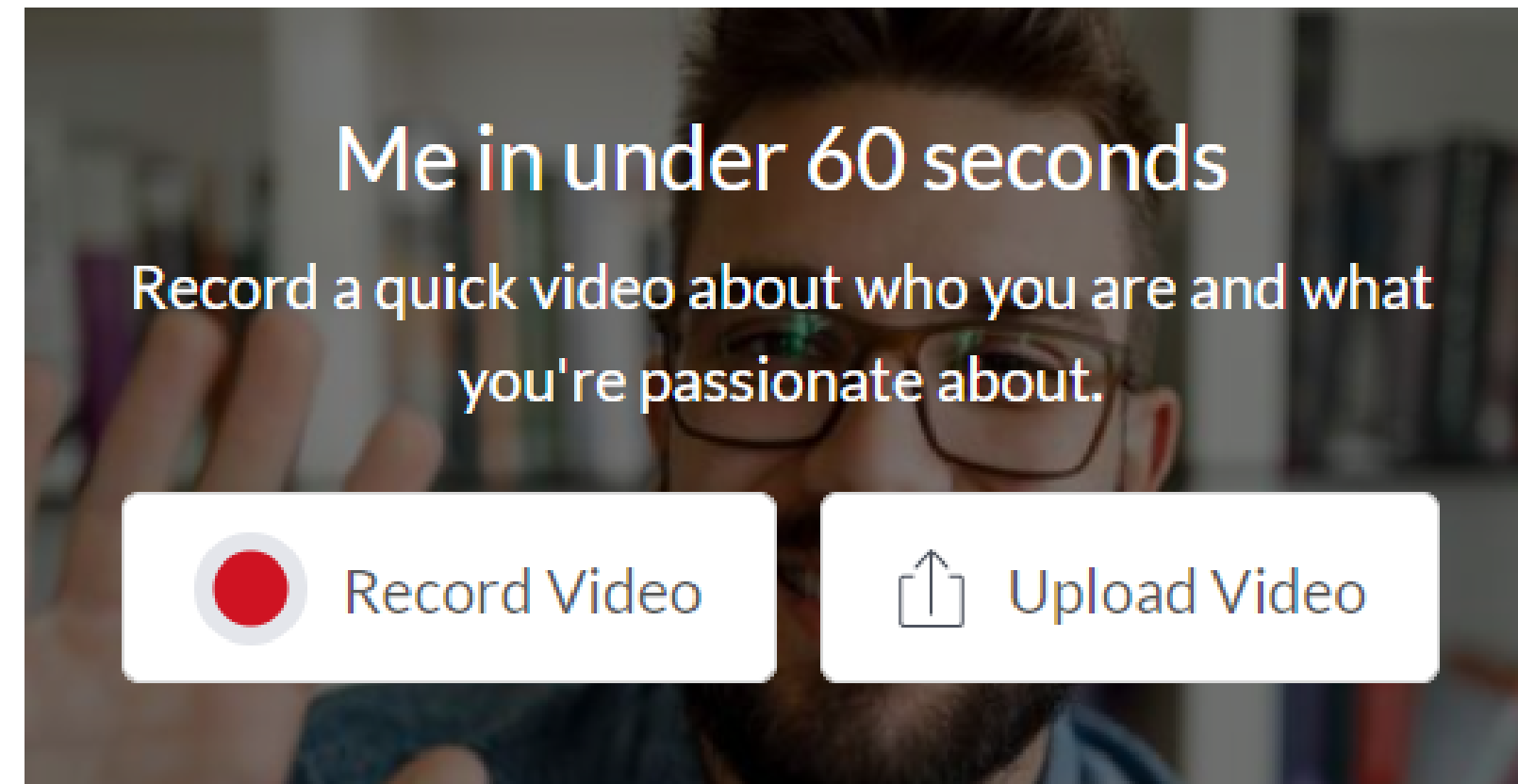
PROFILE PICTURE EXAMPLES

VIDEO INTRODUCTIONS

WHAT ARE VIDEO INTROS?

Video intros give you the opportunity to introduce yourself in a 60-second video. What better way to let others see the real you? If you enable Video Intros, you'll see a video in your header section where your profile picture used to be.

SEE EXAMPLES HERE

Me in under 60 seconds

Record a quick video about who you are and what you're passionate about.

Record Video   Upload Video

Watch Example Video Intros

MY CAREER PATH SECTION

EDUCATION BACKGROUND
Include graduation year, degree type, majors, and minors.

PROFESSIONAL EXPERIENCE
Include company, position/title, location, start & end date, and a brief job description overview.

PRO-TIP:
Give more information by answering the prompts given for you education and experience. It allows others to gain insight into the industry and specific experience!

"MORE ABOUT ME" SECTION

PRONOUNS
Choose from a selection of available pronoun options, or label as "ask person" or "choose not to disclose" if the available pronouns do not align with your identity.

1ST GENERATION STUDENT/GRADUATE
If your parents didn't attend college, then you are probably a first-generation college student or graduate.

RACIAL/ETHNIC IDENTITIES
Choose all of the racial and/or ethnic identities you identify with.

HOBBIES
Use the check list to select hobbies that you feel the most passionate about.

IMPORTANT NOTE:
Only answer these questions to the point that you feel comfortable disclosing. You can also choose to hide sections based on your comfort level.

MAKING CONNECTIONS

SEARCHING FOR CONNECTIONS

USING THE FILTERS

TOPICS
Search users by what topics they have experience in/knowledge of.

INDUSTRIES
Search users by what areas they have experience in/knowledge of.

DEGREE TYPE
Search users by what degree they obtained at St. Kates.

HOBBIES
Search users by what hobbies/activities they enjoy doing.

LOCATION
Search users by the city/state they are located near.

MAJOR(S)
Search users by what they have previously majored in.

USER TYPE
Search users by their affiliation with the university (e.g. faculty, staff, alumni, partner).

PROFILE INFORMATION

INSIDER TIP

When browsing community member's profiles, make sure to see if they answered specific questions about their previous experiences. This can give you further insight into the industry or position that they are speaking to.

SEE EXAMPLES HERE →

Bachelor of Arts - BA at St. Catherine University

🎓 Psychology   📖 Family Studies, Sociology
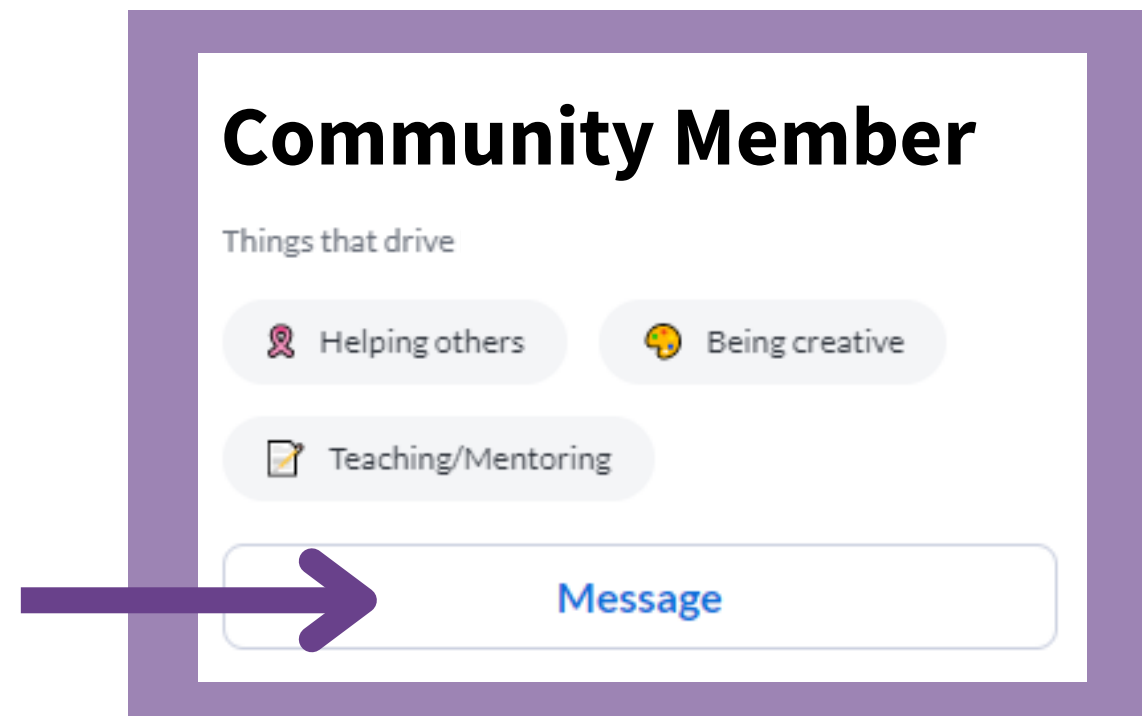
The career I thought I'd have vs. what I ended up doing

I did not think I would find any interest in career development specifically. However, diving in and learning about the topic gave me an appreciation for the field that showed me how empowering this work can be!

How my major impacted my career

Studying multiple areas within liberal arts has given me experience on seeing situations from multiple perspectives. It's a very helpful tool in my work as a counselor!
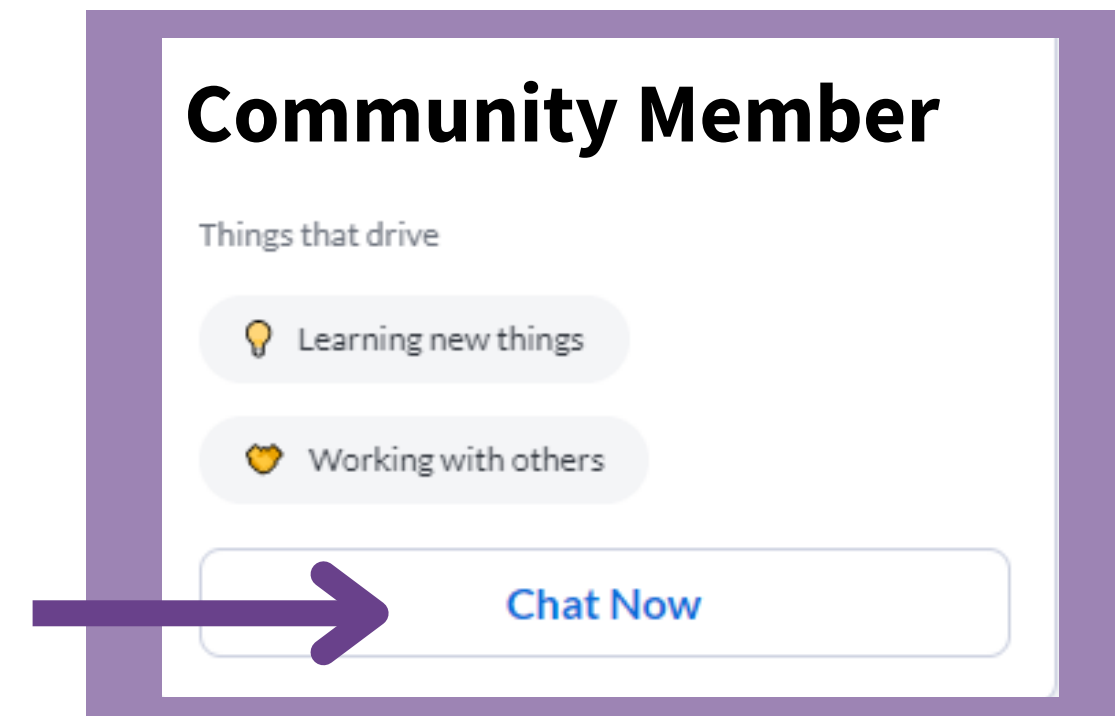
MESSAGING VERSUS CHATTING

UNDERSTANDING THE DIFFERENCE & WHEN TO USE THEM

Community Member

Things that drive

🎗 Helping others   🎨 Being creative

📝 Teaching/Mentoring

→ **Message**

Community Member

Things that drive

💡 Learning new things

🤝 Working with others

→ **Chat Now**

MESSAGING

A message is sent to a community member who is not currently online. This is a good way to reach out for an ongoing conversation, or set up a time to meet.
See page 27 for more information on messaging.

CHATTING

Using the "chat now" features allows you to interact with a community member who is currently online. This is a good way to reach out for a quick question or spontaneous chat.
See page 29 for more information on chatting.

MESSAGING

USE A TEMPLATE

Templates are provided to help make the messaging process easier. Just edit it to each person you message!
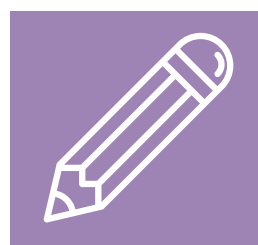
CREATE YOUR OWN MESSAGE

You can also type out your own customized message to each possible connection.
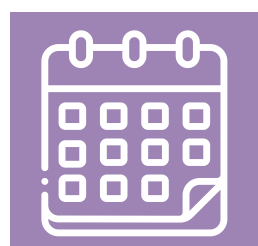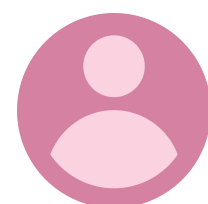

REQUEST A MEETING

If you would prefer, you can also see if you can just schedule a meeting with them.

NOTE:

This function only works if the community member has synced their calendar to PeopleGrove.

Connect with Community Member

Hide Profile

💡 Pick a template and make it your own!

| Networking Advice | Career Exploration | Choosing A Major |

🔗 **B** *i* U̲ A̶ ≔▾ ☰▾ 📄 Help

Start writing or pick a template above...

📅 Request a Meeting

| Back | | Send |

Networking Emails

Proven email templates to help you build your network and accelerate your career. Made by Resume Worded.

Search: e.g. follow up, cold outreach, old friend, thank you note...

Proven networking emails you can use to grow your network

Handpicked networking email templates you can use to grow your network, get referrals, and request informational interviews.

R Networking Emails by Resume Worded

LinkedIn Message Templates: Use These When Asking Someone About An Internship/Entry-Level Job

Hey there, and welcome to The College Resume Blog! After putting out our previous blog and receiving feedback from a lot of you, we realized that it would be best if we provided you all...

CR College Resume / Feb 19, 2021

MORE MESSAGE TEMPLATES

Hi Community Member , Do you have a minute to chat? I see you're online right now.

Send

CHATTING FEATURE

The "Chat Now" button brings you directly to the inbox of your account, preloaded with the message:

"Hi (name), Do you have a minute to chat? I see you're online right now."

With this message, you can quickly connect with a professional, and learn more about their experiences. However, you can also type your own custom message if you have a specific topic or question in mind.

GROUP FEATURE: CAREER TALK

ASK QUESTIONS

Ask the career questions on your mind to get answers from the wider community, and the Career Development team.

BROWSE HELPFUL CONTENT

Check out interesting articles or videos, or to learn about tips and tricks

IMPORTANT NOTE:

In order to engage with content and stay up-to-date on the latest responses, you will need to click the "Join" button to join the group.

NEW!

Career Talk

CLICK HERE TO JOIN!

JOB FEATURE

JOB POSTINGS
Jobs on PeopleGrove are posts featured on **Handshake**, St. Kate's main job board resource.
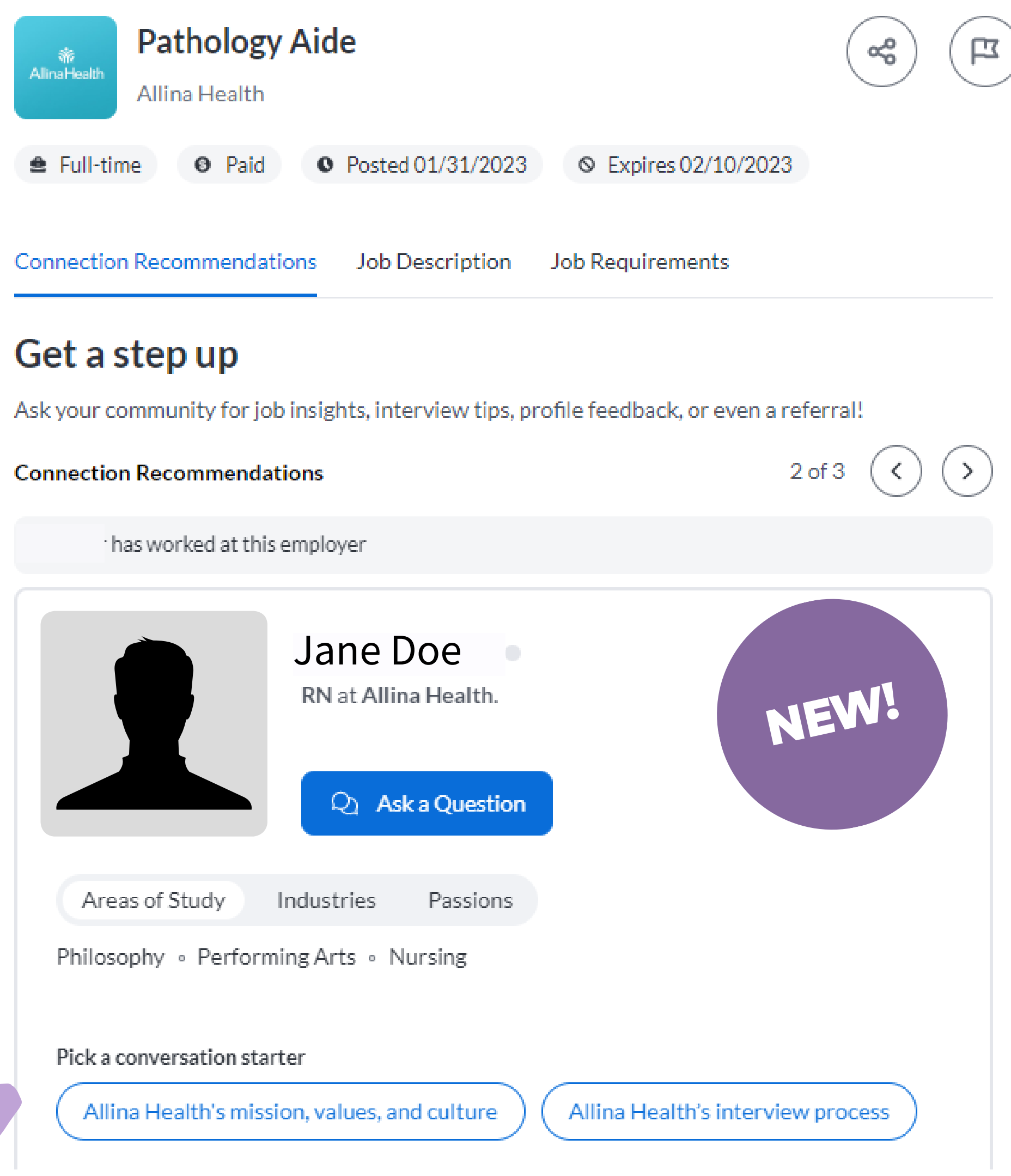
FIND CONNECTIONS
PeopleGrove will recommend people for you to connect with who worked in related positions, or who have previous experience at this organization.

CONVERSATION STARTERS
Feel free to use pre-made conversation starters to help guide you on what questions to ask.

Pathology Aide
Allina Health

🏢 Full-time　　💲 Paid　　🕐 Posted 01/31/2023　　⊘ Expires 02/10/2023

Connection Recommendations　　Job Description　　Job Requirements

Get a step up
Ask your community for job insights, interview tips, profile feedback, or even a referral!

Connection Recommendations　　　　　　　　　　2 of 3　　◁　▷

· has worked at this employer

Jane Doe
RN at Allina Health.

💬 Ask a Question

NEW!

| Areas of Study | Industries | Passions |

Philosophy ○ Performing Arts ○ Nursing

Pick a conversation starter

(Allina Health's mission, values, and culture)　(Allina Health's interview process)

C KATIECAREER

THANK YOU!