

A KATIECAREER GUIDE TO

PEOPLE GROVE

TIPS FOR EMPLOYER PARTNERS





WHAT IS PEOPLEGROVE?

***PEOPLEGROVE ALLOWS YOU TO
STRENGTHEN YOUR CONNECTIONS TO
ST. KATE'S COMMUNITY***

PeopleGrove is an easy-to-use platform that connects you to St. Kate's students, alum, and faculty for career conversations, networking, job shadowing, classroom presentations, panel events, and other mentorship opportunities. You are able to connect with students through a "flash" meeting to gain access to information quickly, or to establish an ongoing relationship.

LETS GET STARTED

ACCOUNT CREATION

STEPS

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.

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. Select the role you are joining as (**Partners**)
5. Proceed through the steps to fill out your background information and preferences.



**SCAN TO VISIT
PEOPLEGROVE**

- a. **Mentorship:** Indicate short or long-term availability for mentorship and indicate if you prefer to mentor someone within an affinity group.
- b. **Topics:** Indicate openness to / expertise in topics such as "job shadowing, serving as a guest speaker, industry insights, personal branding, changing careers, re-entering the workforce" etc.
Indicating these preferences helps students decide what to reach out to you about or faculty to decide who to invite for presentations.
- c. **Headline:** Consider expanding on your job title to highlight industry or interests to give students more info about potential connections.

UPLOAD 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 button labeled "Connect LinkedIn"

EDITING NOTIFICATION PREFERENCES

HOW TO ACCESS

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 "Notifications."

PRIORITIZE EMAILS

You likely already navigate a lot of networking platforms and receive a lot of emails! If you are excited for the connections that PeopleGrove allows but anticipate not having time to be directly on the site very often, you can prioritize email notifications. **We recommend opting in for emails any time someone requests a "new meeting" with you or sends you a "new message," as well as anytime someone posts on a "group discussion board" that you are a part of - such as Career Talk.**



GROUP FEATURE: CAREER TALK

NEW!

ANSWER QUESTIONS

Answer the career questions that students and alum post about navigating careers.

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.

WANT TO CREATE A GROUP?

If you have interest in creating a group about a specific career topic or to help students and alum learn about your specific organization, let us know!

Career Talk

[CLICK HERE TO JOIN!](#)

INBOX BASICS

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



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.

ACTION BUTTONS

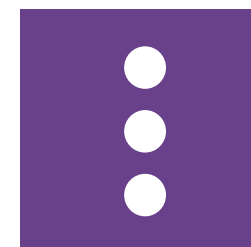


Schedule meeting

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

KATIECAREER

THANK YOU!

STILL HAVE QUESTIONS?

Feel free to send an email to
employerrelations@stkate.edu!

