



## ASIE – Membership Services Committee - Career Guidance and Counseling

ASIE Career Counseling is a free service offered to the ASIE Members and employees of the ASIE Corporate members. The service could not only be helpful to the employees in excelling their careers, but also the entrepreneurs could benefit from this program. The highly experienced ASIE Counselors would support the Mentee's success by offering their advice on a one-on-one basis in Mentee's areas of interest.

The ASIE Counselors volunteer their time to help employees and entrepreneurs, by sharing their real-world experience in working for small companies or large corporations or running successful small businesses. ASIE Counselors bring years of professional experience, many of them are successful professionals from various industries.

ASIE Counselors would help guide but will not make decisions for the mentees. ASIE Counselor could share their experience or perspective but cannot provide any specific immigration or legal advice. However, ASIE counselors can provide useful guidance, only on volunteering basis, about the available options so the mentee can make their own decisions.

ASIE counseling sessions are collaborative meetings between the Mentee seeking career guidance or counseling and the ASIE Counselor. At these sessions, the Mentee could share his/her goals, challenges and questions to which the Counselor will offer guidance and advice so the Mentee could decide his/her path forward.

The guidance and counseling sessions will be approximately one hour long which will be held either virtually or via phone calls or and even in person. Further correspondence could be by emails. The relationship between the Mentee and ASIE Counselor could be as long as it is necessary.

In order to have successful sessions, it is recommended that the Mentees identify their needs, complete the Pre-match-questionnaire Mentee form in as much detail as possible, schedule a session after ASIE Membership Services Committee matches the mentee with the career counselor, start the sessions then complete intended goals.



## **Career Counseling Pre---Match Questionnaire**

Thank you for your interest in participating in the ASIE Career Counseling Program! This questionnaire is intended to help us get to know a bit about you as a counselor and match you with an appropriate candidate.

Please send your completed questionnaire and resume to Chad Patel at [chpat123@gmail.com](mailto:chpat123@gmail.com) once complete.

### **Personal Details**

Name:

Email:

Contact Phone Number (business hours):

Zip Code:

### **Professional Experience**

Please briefly tell us about yourself (your journey so far and how you can help):

Employer name (or if retired, state retired):

Area of expertise/type of your experience:

Number of years of professional experience:

What are the areas of expertise?

As a Career Counselor, please select up to three areas that you would most like to help with.

- Entrepreneurship
- Networking Opportunities
- Training needs for professional growth
- Professional Licensure
- Negotiation skills
- Compensation/Incentives
- Career planning
- Intellectual property
- Project Management
- Human resources
- Visa/Immigration Needs
- Legal issues



Other



## **Career Counseling**

Are you able to commit the necessary time to the career counseling program?

Yes

No

I'm unsure, please tell me more.

Would you prefer to meet with your mentee in-person or by phone?

If you prefer to meet in-person, when are you available to meet? Any particular day restrictions your mentee should be aware of?

What do you consider to be important qualities in a potential mentee?

What are your personal interests and hobbies outside of work?

Anything else you would like to tell us or think would help the matching process? (e.g. dealings with immigration or legal issues, etc.)