YLS Career Connections: Quick Tips for Student Organizations

What is YLS Career Connections (CC)?
CC is a joint effort between the Career Development Office (CDO) and the Office of Alumni Affairs to provide a database of alumni interested in providing career-related advice to fellow alumni and students, and to assist alumni in connecting with student organizations. Upon joining, alumni can indicate student organizations in which they have an interest. Please note that many alumni indicate interest in student organizations in which they were NOT a member while in law school and thus the data cannot serve as a proxy for a student organization alumni member directory.

How is CC updated?
New alumni members join CC online throughout the year. Alumni can update their own profiles online. CDO also updates the database regularly to ensure the most current information is available. CDO and Alumni Affairs strongly encourage student organizations to assist in making CC as robust as possible by encouraging alumni who are in contact with your organization to join CC and encouraging members of your organization to join CC upon graduation. We welcome the opportunity to discuss with student organizations more concerted efforts to increase membership in CC.

Why use CC rather than create your own student organization alumni database?
CDO and Alumni Affairs have the time and resources to update CC member information every year. Despite their best intentions, individual student organization alumni contact lists become outdated very quickly as alumni change jobs and students graduate. In addition, many alumni wish to partner with more than one student organization. CC provides alumni with an efficient way to indicate multiple interests. Encouraging alumni to join CC has the additional benefit of increasing the number of alumni who are in the system for general career mentoring purposes.

How is CC accessed?
CC is part of CDO’s Career Management System (CMS) - https://law-yale-csm.symplicity.com/students/. Log in with your NetID. Use the forgot password button if you are new to the system.

How can CC be used by student groups?
Within CC, members can be searched by their interest in a particular student organization, in addition to many other fields including name, area of expertise, employer type, geographic location, and more. The Office of Student Affairs, Alumni Affairs, and CDO have partnered to implement a process by which student groups can request contact information for alumni who have expressed an interest in being contacted by their organization. A representative from the student organization must submit a “Student Organization Request for Alumni Contact Information from YLS Career Connections” form to Naomi Erwich, Director of Student Affairs (naomi.erwich@yale.edu) at least three weeks prior to when the list is needed. The request will be reviewed by Student Affairs, Alumni Affairs and CDO. If approved, the student contact will receive an excel document containing the alumni contact information requested.

Following are examples of the types of projects likely to be approved:
- Seeking alumni to volunteer as mentors.
- Inviting alumni to an event your group sponsors during the summer, for example a gathering in San Francisco.
- Seeking alumni speakers for events.

If a student organization plans to invite alumni to an event, a representative from the organization should contact Alumni Affairs in advance of the alumni outreach to prevent scheduling conflicts.

Effective use of CC contact information
If your request is approved, please note the following guidelines to be followed in using the list:

- In the initial email outreach to alumni, and in all subsequent outreach relating to the initial outreach, the student organization should bcc: aluminvitations.law@yale.edu and Director of Student Affairs, Naomi Erwich at naomi.erwich@yale.edu. This information will assist Student Affairs, the Office of Alumni Affairs, the Development Office, and Office of the Dean in their interactions with alumni.
- The list is to be used only one time for the purpose set out in your request. This will ensure that student groups are always working with the most updated alumni information, and also will allow YLS to coordinate alumni email traffic.
- In your outreach, inform the alumni that you are reaching out because of their involvement in CC; thank them for their willingness to serve as a mentor.
- Alumni should NOT be contacted for solicitation, political, or commercial purposes; alumni should not be contacted on behalf of an outside organization for any purpose.
- In the rare event that an alumnus/a complains about being contacted, please notify Alumni Affairs as soon as possible.
- If you obtain updated contact information for an alumnus/a in CC, inform CDO so that we may update our data.

What other resources are available for alumni outreach?
The YLS e-newsletter, which is published approximately three times a year, is a wonderful vehicle for general outreach to alumni. Please contact Jan Conroy, Director of Public Affairs (janet.conroy@yale.edu) for additional information about this resource.