



# Chamberlain Chats Guide

Guidance on how to structure the meeting

CHAMBERLAIN UNIVERSITY

Chamberlain Chats are an opportunity to foster community between students and alumni, where both groups motivate and encourage each other, foster confidence, character development, and academic success. Follow the guidelines below to ensure that you are making the most of your chat.

## HOW TO PREPARE

- Make a list of what you are hoping to get out of meeting with an alumni volunteer
- Identify the qualities in an alumnus/a that you think will provide a successful experience
- Review the alumni profiles within the Chamberlain Connect platform and select one that fits
- Request a Chamberlain Chat via the Chamberlain Connect platform
- When arranging a chat, plan for the conversation to take 20-30 minutes
- Prepare for the chat using some of the questions provided
- Be on time and prepared for the meeting

## SAMPLE SCRIPTS

Below are examples of what you can say when reaching out to alumni.

### *Example 1*

I hope this message finds you well! My name is [Your Name], and I am currently a [Your Degree Program] student at Chamberlain. I recently learned about your successful career in/at [Alumni's Industry/Field/Company], and I am truly inspired by your achievements.

I am reaching out to arrange a Chamberlain Chat. I would greatly appreciate the opportunity to learn from your experiences and gain insights into navigating [specific topic]. Your advice would be invaluable as I work towards building my career.

If you are available to chat, I would love to schedule a time that is convenient for you. Thank you so much for considering my request. I understand you have a busy schedule, and I truly appreciate any guidance you can offer.

Looking forward to hearing from you!

### *Example 2*

Hello, my name is [Your Name]. I found your name in the Chamberlain Connect Platform. I am currently student at Chamberlain University earning my [Your Degree Program]. After reviewing your profile, I believe that you have a lot of qualities that I admire.

I'm interested in arranging a Chamberlain Chat to learn more about your [career journey/experience/skill set/employer/etc.]. If you are willing and available in the coming weeks, I would love to schedule a 20-30 minute meeting via phone or online video.

Are there times in the near future that work for you and your schedule? I'm happy to provide dates and times that are suitable for me, should you find this more convenient.

I am extremely grateful for your consideration!



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## SAMPLE QUESTIONS TO ASK

### *Career Path and Experience*

- How did you get started in your nursing career, and what has your journey looked like so far?
- What were some of the biggest challenges you faced as a new nurse, and how did you overcome them?
- How did you decide which area of nursing to specialize in, and what factors influenced that decision?

### *Advice for New Graduates*

- What advice would you give to a new nursing graduate entering the workforce?
- What skills or experiences do you think are most important for new nurses to develop early in their careers?
- How did you transition from school to a professional nursing role, and do you have any tips for making that transition smoother?

### *Networking and Professional Development*

- How important is networking within the nursing community, and how did you build relationships with other professionals in your field?
- Are there any professional organizations or conferences that have been particularly beneficial in your career?
- How do you continue to stay updated on the latest nursing practices and advancements in healthcare?

### *Navigating the Healthcare Field*

- What trends do you see emerging in the healthcare field, and how should nursing students prepare for them?
- How has the role of a nurse changed since you first started, and how do you see it evolving in the future?
- Are there any certifications or additional training you would recommend to enhance a nursing career?

### *Work-Life Balance and Personal Growth*

- How do you manage the emotional and physical demands of nursing while maintaining a healthy work-life balance?
- What has been the most rewarding aspect of your career so far?
- How do you stay motivated and continue to grow professionally in such a demanding field?

### *General Guidance*

- Looking back, is there anything you wish you had done differently in your nursing education or early career?
- What do you think is the most important trait or quality for a successful nurse to have?
- How can I best prepare myself to succeed in the nursing field once I graduate?

## VIRTUAL OFFICE HOURS

Looking for extra support or personalized guidance? Join our virtual office hours — held every other Monday and Wednesday from 2:00–3:00 p.m. EST. Whether you're navigating the platform, setting up your account, or connecting with an alumni volunteer, we're here to help you succeed.

Use this time to:

- Get step-by-step help using the platform
- Ask questions about your account setup
- Learn tips for connecting with alumni volunteers

 [\*\*Book your 15-minute slot now\*\*](#)