



EMORY ALUMNI ASSOCIATION

ALUMNI CAREER SERVICES

Using the Tools: The Alumni Directory

Emory's online alumni directory (www.alumni.emory.edu/directory) is a matchless resource for connecting with alumni by city, employer, or industry. A few tips will help you maximize your use of this tool, whether you are looking for a job, making a connection in a new city, or seeking information about a company or industry. Maximize your networking by viewing the "*Psychology of Networking*" Coach Chat webinar (www.alumni.emory.edu/coachchat).

- **Register for free and update your profile.** Our information is only as good as what you provide. Help the wheels turn on the Emory network by updating your information—and be sure to indicate your industry!
- **Start your search broadly.** Since our data is only as complete and current as what is reported, you are better off applying fewer filters to start (such as city) and then narrowing your search with additional filters from there. For example, you may see that an alumna is working at a law firm but hasn't specified her "field of specialty" as "law;" filtering by industry at the outset would therefore exclude this alumna from your search results.
- **Use "Global Search" to search not only the directory, but also class notes, profiles, etc.** "Global Search" does not work in tandem with the advanced or basic searches, but is a stand-alone search that provides comprehensive results. And a bonus: only "Global Search" allows you to mouse over your results to quickly see a thumbnail profile of individual alumni—a big time-saver when your search yields a lot of results. Use quotation marks when searching for a phrase of two or more words. Use AND, OR, or group terms using parentheses, to get the most accurate results.
- **Sort for quickest results review.** An often-missed feature will speed your review of results. In an "Advanced Search," use the "sort results by" feature to sort by employer, by city, or by field of specialty, among others.
- **Search for a Career Contact.** This feature allows you to find alumni who may be available as a career resource. And you can volunteer to be a career contact, as well, via your own profile.
- **Alumni Directory, meet LinkedIn.** Use the Alumni Directory in tandem with LinkedIn to learn more or to connect via the Emory Alumni Association LinkedIn group—thousands of members strong and growing.