



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

Career Conversations

Alumni Conduct & Expectations

Last updated July 2026

Eligibility

- Career Conversations is open to all Te Herenga Waka alumni from any discipline.
- All alumni are required to read and agree to the Alumni Conduct and Expectations set out in this document.

Purpose and scope

Career Conversations give students a way to have one-off discussions with alumni who can share insights about their career path, industry, or experiences. Your role is to offer perspective, answer questions, and help students explore their options.

Career Conversations is **not** a way for students to request jobs or internships, references, or to access to your professional networks.

If a student asks for any of the above, or makes other requests that feel inappropriate or unclear, gently redirect the conversation and contact the team for advice.



The students

Students range from recent high school leavers with limited work experience to experienced professionals upskilling or changing careers.

Students can join Career Conversations in any year of study.



Conduct

- Participants are expected to
 - behave consistently with the University values (*respect, responsibility, fairness, integrity and empathy*)
 - treat other participants and programme staff in an ethical, professional, and respectful way at all times.
 - treat information shared confidentially.
 - contact the programme team promptly with concerns or challenges.
 - provide feedback on their experience when requested.
- The University reserves the right to end your participation in Career Conversations at any time if your behaviour does not meet these expectations.

Alumni profile visibility

Alumni profiles will be visible to students and other alumni, but only students can request conversations on the platform.

By choosing to share information on the platform, be aware that other users (students and alumni) may also be able to find your publicly available professional profiles (for example, on LinkedIn) and may choose to contact you there.

Receiving conversation requests



You decide your availability

- You choose how many meetings you can offer each month and will not receive new requests once your monthly conversation limit has been reached.

Review requests with care

- Students are encouraged to contact alumni whose experiences align with their questions. We ask them to explain in their request what stood out in your profile and why they'd value a conversation with you.
- Please review both the request and their profile to determine if you'll be able to help.

Respond promptly

- Timely responses help students plan and get the most from Career Conversations. You'll have 10 days to accept or decline a request before it auto-closes.
- After multiple auto-closures, we may contact you to confirm your continued availability.



Meetings

- In-person meetings should take place in a public space, e.g. café, a University space, or at the workplace.
- Pairs can agree on their preferred meeting duration. The default is 60 minutes.

Conversations topics

What to discuss



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

- Career direction
- CV/cover letter/application feedback
- Industry insights
- Interview preparation
- Job search strategies
- Networking & professional branding
- Skills & capability development
- Transitioning from study to work
- Working internationally
- New Zealand workplace culture

Cancellations and rescheduling

- Participants are expected to communicate changes promptly and respectfully.
- If you need to cancel or reschedule, please notify the other person as early as possible, ideally at least 24 hours before the meeting.
- If your meeting partner does not attend your scheduled meeting without notice, please inform the programme team so we can follow up.

How to get help

Career Conversations is a joint initiative of the Careers and Employment team and the Alumni Engagement team.

If you need help or would like to provide feedback, contact:

alumniasmentors@vuw.ac.nz