

# One-on-One Coffee Chats with RCBA Members

## Tips for a Successful Meeting



The Presley Center is very excited to partner with the Riverside County Bar Association on a pre-law mentorship program. Today, we will review ways that you can be sure to put your best foot forward professionally and the types of things that you may want to talk about during your mentor meeting. Following these guidelines will help signal that you respect your mentor's time and are actively engaged in the discussion. Because this is only our second time offering this programming, we're looking to you to make a good for impression for future UCR students.

## Virtual Professionalism

Position



Show your entire face

Background



Have a tidy background

Lighting

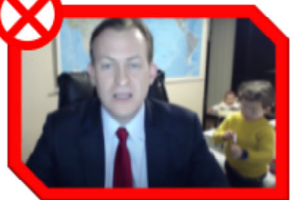
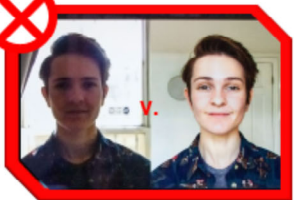
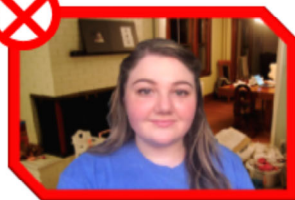
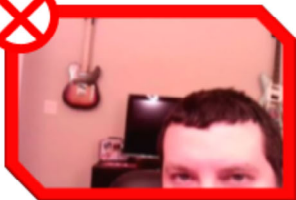


Be in a well-lit environment

Sound



Be in a quiet environment



All mentor meetings will be held via video conference. Please make sure your camera is positioned to show your entire face

- That your background is free from clutter or mess,
- and that you are in a well-lit,
- quiet environment.

Using a virtual background or sitting facing a window or light can help meet these standards.

## Virtual Professionalism



Even though you will be meeting via video conference, we encourage all students to dress as if you were participating in an in-person interview. This includes business casual wear, like button up shirts, blazers, polos, and blouses. Clothing like tank tops and oversized shirts or with distressed materials are good to avoid.

## Virtual Professionalism

Actions

**Stay present and professional**

**Avoid multitasking**

Internet

**Have a reliable network connection**

**Don't log off before troubleshooting**

Throughout your meeting, we ask you to stay present and professional by focusing on your mentor's discussion and silencing your cell phone and other notifications. If you encounter any technical issues during your meeting, try to troubleshoot before logging off and if you have your mentor's email address, you can reach out to determine a solution.

## Get (& Keep) the Conversation Going

Start by Introducing Yourself

Name

Year

Major

Interests

Hi Mr. Davis.  
My name is Jane.  
I am a second year  
Public Policy major at  
UC Riverside.  
I am interested in law  
school. Thank you so  
much for taking the time to  
meet with me!

Kicking off the conversation can be the hardest part, so we encourage you to have a brief introduction prepared that includes your name, major, year in the program, and what your interest in the law is. Something like, “Hi Mr. Davis. My name is Jane. I am a second year Public Policy major at UC Riverside. I am interested in law school. Thank you so much for taking the time to meet with me!” is short, to the point, and should get the job done.

## Get (& Keep) the Conversation Going

### Questions About Them

Can you tell me a little about your career path?

What does a typical work day look like for you?

What do you enjoy the most and least about your work?

What's your favorite type of pizza?

### Questions About the Field

Is there a high demand for a particular type of lawyer?

Do you think there is a personality type that isn't well-suited for this field?

Law school is expensive. Is it reasonable to expect to pay off loans within 5 years?

Can two lawyers get married or would they fight too much?

### Recommendations for You

Are there any resources that would help me decide to go to law school?

What do you wish you had known about this career when you were my age?

Are there any questions I'm not asking that you think I should?

Some of you may already know exactly what you want to ask your mentor, which is great. For those of you who don't or who encounter a lull in conversation, we've compiled a list of common questions for you to fall back on. These include questions about:

- the mentor,
- the field,
- and their recommendations for you.

As much as can be fun and a little tempting to ask silly icebreakers, it's important you build a professional rapport with your mentor subject. Questions like, "what's your favorite type of pizza?" or, "Can two lawyers get married or would they fight too much?" are real questions that have been asked at other RCBA events, but detract from having a meaningful conversation here.

We recommend you prepare a list of questions before your meeting. For more ideas, visit our website via the link in the top right of this page for our full list of 25 questions. (<https://presleycenter.ucr.edu/rcba>)

## Closing the Conversation

**Be aware of the time**

**Thank them for their time**

**Ask if you can keep in-touch via email or LinkedIn**

**Consider sending a thank you note afterward**

We've been talking for 25 minutes and I want to be mindful of your time. Would you be willing to stay in touch if I have questions in the future? I've learned so much. Thank you again for meeting with me!

Each meeting will last a maximum of 30 minutes. We recommend you plan to arrive a couple of minutes early and keep track of how much time is remaining throughout. As you approach the end of your meeting, be sure to thank your mentor for their time. It's also okay to ask if they'd be willing to stay in-touch. Finally, you may want to consider writing a brief thank you note to your mentor after the meeting. This is a great way to keep the conversation going and is just a good practice in general for professional interviews.



## Zoom Link for your Coffee Chat

1. **Generate a Zoom link;**
2. **Email the link to [justine.ross@ucr.edu](mailto:justine.ross@ucr.edu);**
3. The **Presley Center will create a calendar invite for your coffee chat that includes your Zoom link** and then send it to you and your mentor to hold the date/time;
4. Use the **Zoom link in the calendar invite to access your coffee chat.**



Finally, if you haven't already done so, please generate a Zoom link and email it to [justine.ross@ucr.edu](mailto:justine.ross@ucr.edu). Emailing this link to Justine confirms your sign up and the link will be added to the calendar invite that is sent to you and your mentor to hold your coffee chat on their calendar. Both you and your mentor will use this link to access your meeting, day-of.

**Failure to email the link within 48 hours of signing up will result in your coffee chat being canceled.**



# Questions?



Contact Justine Ross  
([justine.ross@ucr.edu](mailto:justine.ross@ucr.edu))



We hope these tips will help you make the most of your meeting and represent UCR students well, so we can continue to offer this opportunity in the future.

If you have any questions, please reach out to the email address on the screen.  
Happy networking!