

# Welcome to the Braven Talent Directory



# Contents

Welcome to the Talent Directory! This guide is designed to help new users navigate the platform. Inside you'll find:

1. [About the Talent Directory](#)..... p. 3
2. [Logging On](#)..... p. 5
3. [Searching the Directory](#)..... p. 6
4. [Contacting Fellows](#)..... p. 18
5. [FAQ](#)..... p. 20

# About the Talent Directory

The Talent Directory is designed to function like an online resume book.

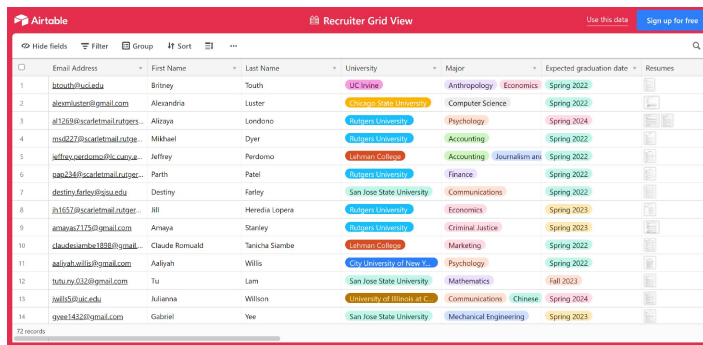
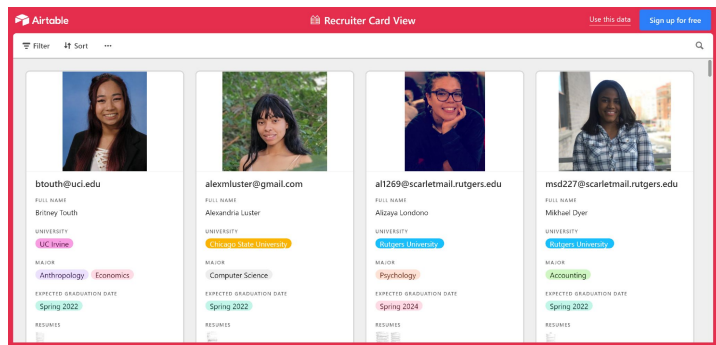
- Fellows have the opportunity to create a profiles and upload their resumes, which Employer Partners can search to find qualified, diverse candidates for their open roles.
- While it does not yet include the full breadth of the Braven network, we've heard feedback that recruiters want direct access to our Fellows, and the Talent Directory allows you to take advantage of that and grow the number of Fellows joining your ranks of new hires.

# About the Talent Directory

The Talent Directory offers two searchable formats:

[Fellow Profiles](#)

[List View](#)



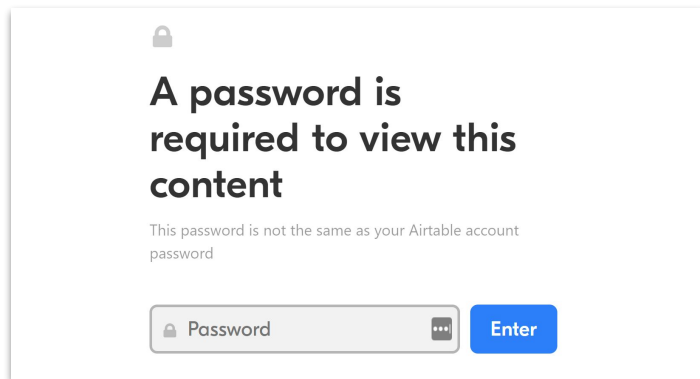
# Logging On

To log on to either format of the Talent Directory, click the link for your preferred format:

[Fellow Profiles](#)

[List View](#)

You'll be brought to the following screen:



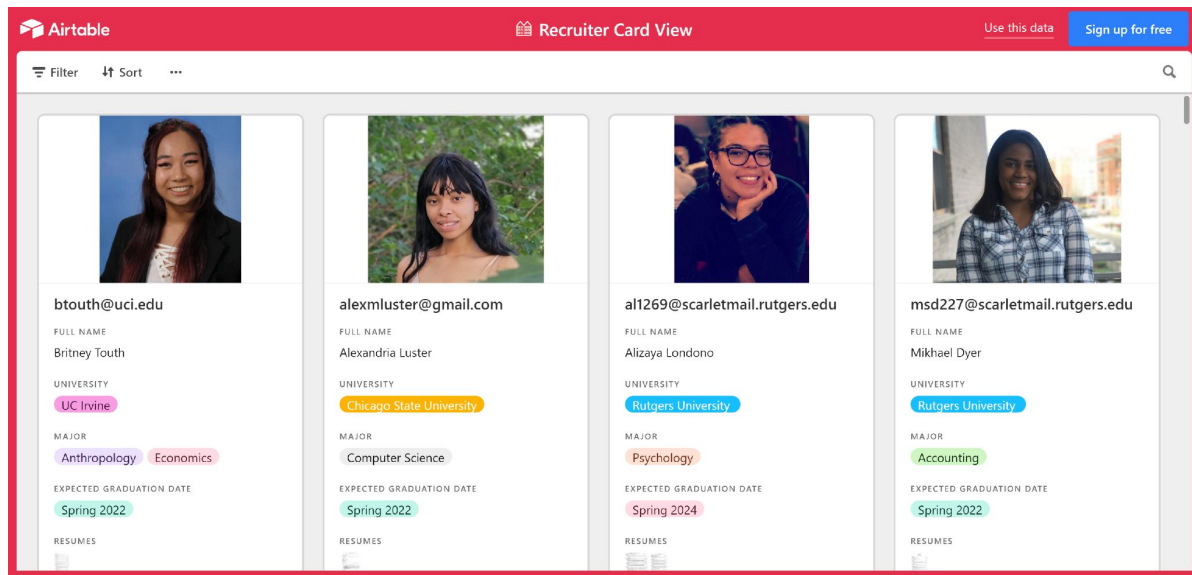
A screenshot of a login screen. At the top left is a small lock icon. The main text reads "A password is required to view this content". Below this, in smaller text, it says "This password is not the same as your Airtable account password". At the bottom, there is a password input field with a lock icon on the left and a "Password" label. To the right of the input field is a blue button labeled "Enter".

A password will be provided once the user agreement has been signed.

# Searching the Talent Directory - Fellow Profiles

Once you log in, you'll see this screen:

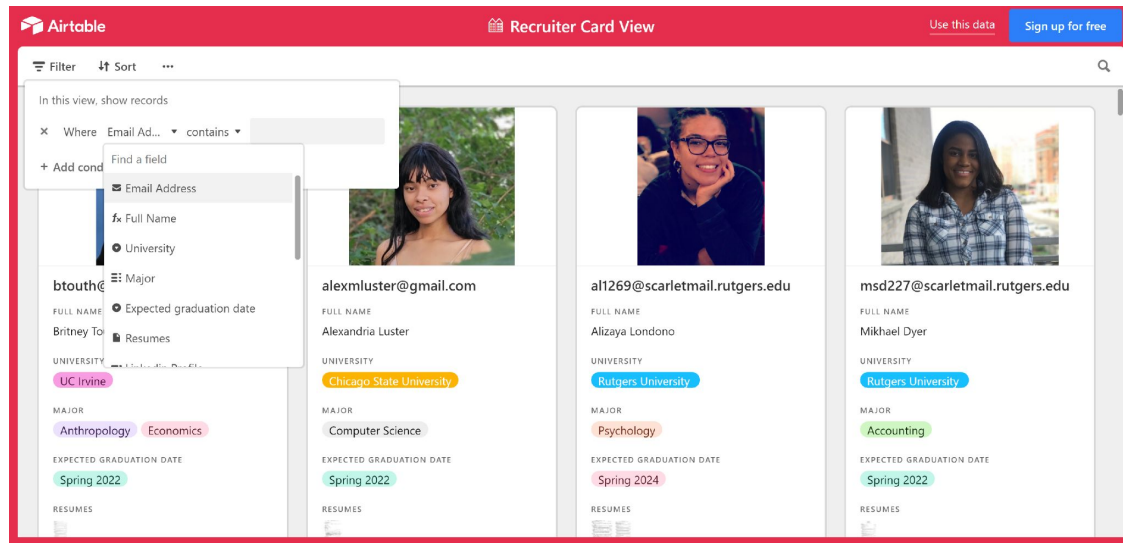
- Users can scroll through the profiles.
- Click on any profile to open the record.
- When a record is open, click the up arrow at the top left of the window (or type CTL+SHIFT+,) to move to the previous record
- Click the down arrow (or type CTRL+SHIFT+.) to move to the next record.
- To close a record, click the X at the top right of the window.



# Searching the Talent Directory - Fellow Profiles

Profiles can be **filtered** by any of the profile fields by clicking on the Filter button at the top left of the screen.

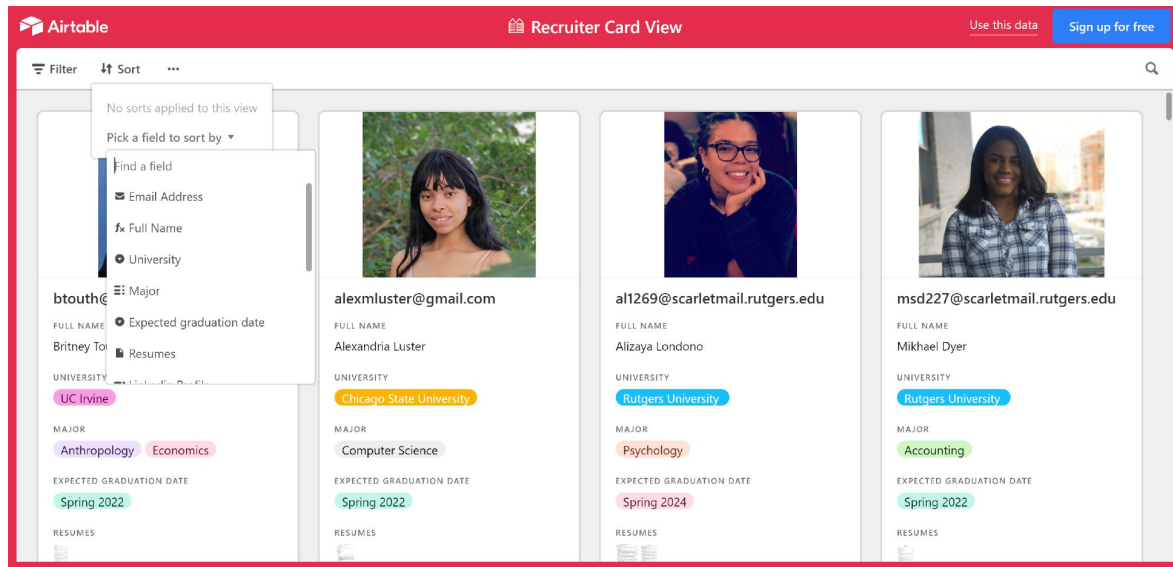
- Click “+ Add condition”
- Select a profile field from the drop down menu
- Choose a condition in the operator field to create a condition.
- Add multiple conditions by clicking “+ Add condition.”
- Click the “X” to remove a condition.



# Searching the Talent Directory - Fellow Profiles

Profiles can be **sorted** by any of the profile fields by clicking on the Sort button at the top left of the screen.

- Select a profile field from the drop down menu to organize the profiles by this criteria.
- Choose “First-Last” or “Last-First” to determine how the profiles are presented.
- Click the “X” to remove a condition.



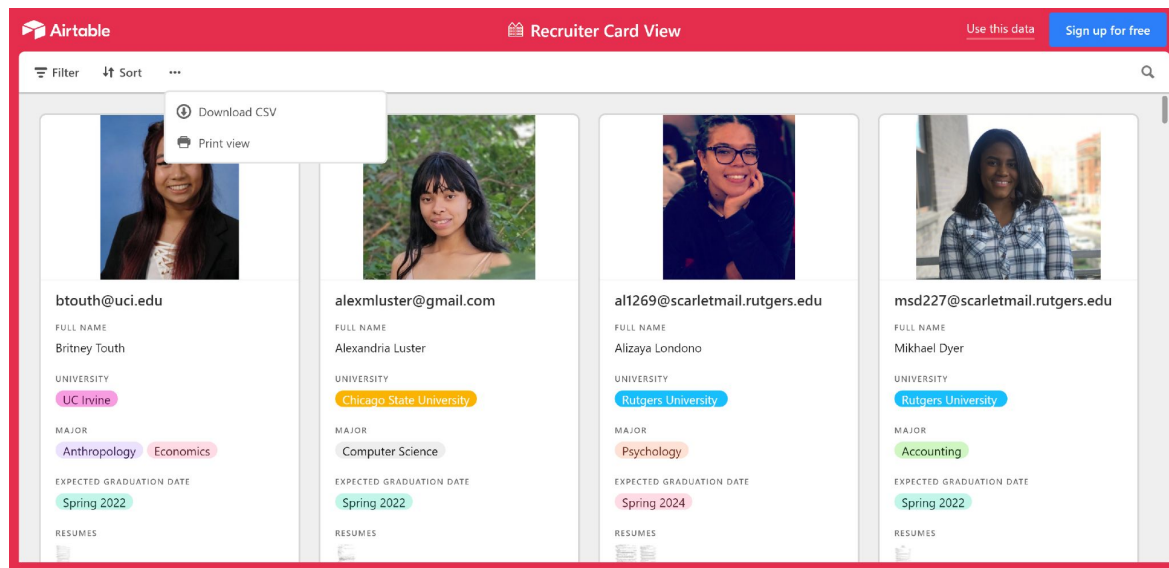


# Searching the Talent Directory - Fellow Profiles

Profiles can be **printed** by clicking the three dots at the top left of the screen.

- **Download CSV** creates a printable spreadsheet.
- **Print view** enables printing of all displayed profiles.

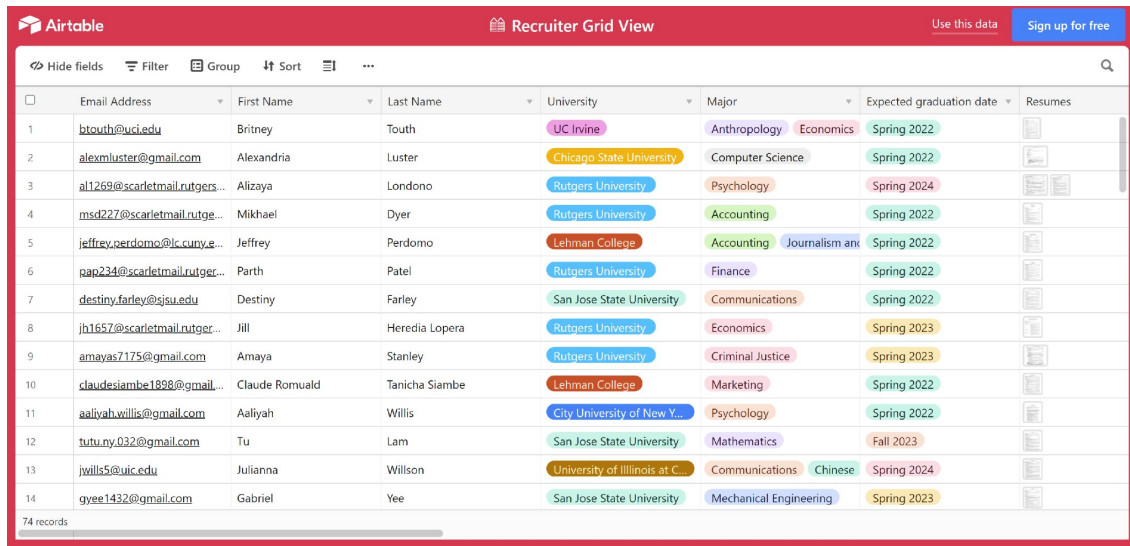
*Per our Terms of Use, please do not share the identities of Braven Fellows outside of your company.*



# Searching the Talent Directory - List View

Once you log in, you'll see this screen:

- Users can scroll through the profiles.
- To open a profile, hover your mouse between the record number and the Fellow's email address - an arrow icon will appear. Click the arrows to expand the record.
- When a record is open, click the up arrow at the top left of the window (or type CTL+SHIFT+,) to move to the previous record.
- Click the down arrow (or type CTRL+SHIFT+.) to move to the next record.
- To close a record, click the X at the top right of the window.



The screenshot shows the Airtable 'Recruiter Grid View' interface. The table contains 14 records, each representing a potential recruit. The columns are: Email Address, First Name, Last Name, University, Major, Expected graduation date, and Resumes. Each record is numbered 1 through 14. The 'University' column features colored labels for each entry. The 'Expected graduation date' column shows dates like 'Spring 2022', 'Spring 2023', 'Spring 2024', and 'Fall 2023'. The 'Resumes' column contains document icons. The interface includes standard Airtable controls like 'Hide fields', 'Filter', 'Group', 'Sort', and a search bar.

	Email Address	First Name	Last Name	University	Major	Expected graduation date	Resumes
1	btouth@uci.edu	Britney	Touth	UC Irvine	Anthropology Economics	Spring 2022	
2	alexmluster@gmail.com	Alexandria	Luster	Chicago State University	Computer Science	Spring 2022	
3	al1269@scarletmail.rutgers...	Alizaya	Londono	Rutgers University	Psychology	Spring 2024	
4	msd227@scarletmail.rutge...	Mikhael	Dyer	Rutgers University	Accounting	Spring 2022	
5	jeffrey.perdomo@ic.cuny.e...	Jeffrey	Perdomo	Lehman College	Accounting Journalism and	Spring 2022	
6	pap234@scarletmail.rutger...	Parth	Patel	Rutgers University	Finance	Spring 2022	
7	destiny.farley@sjsu.edu	Destiny	Farley	San Jose State University	Communications	Spring 2022	
8	jh1657@scarletmail.rutger...	Jill	Heredia Lopera	Rutgers University	Economics	Spring 2023	
9	amayaz7175@gmail.com	Amaya	Stanley	Rutgers University	Criminal Justice	Spring 2023	
10	claudesiambe1898@gmail...	Claude Romuald	Tanicha Siambe	Lehman College	Marketing	Spring 2022	
11	aaliyah.willis@gmail.com	Aaliyah	Willis	City University of New Y...	Psychology	Spring 2022	
12	tutu.ny.032@gmail.com	Tu	Lam	San Jose State University	Mathematics	Fall 2023	
13	jwill5@uci.edu	Juliana	Willson	University of Illinois at C...	Communications Chinese	Spring 2024	
14	gyee1432@gmail.com	Gabriel	Yee	San Jose State University	Mechanical Engineering	Spring 2023	



# Searching the Talent Directory - List View

Fields can be **hidden** by clicking Hide Fields at the top left of the screen.

- Choose the fields from the drop down menu that you want to hide.

The screenshot shows the Airtable interface for a 'Recruiter Grid View'. A 'Hide Fields' dropdown menu is open on the left, listing fields: First Name, Last Name, Email Address, University, Major, Expected graduation date, Career Interest, LinkedIn Profile, and Resume. The main table displays candidate information with columns: Last Name, Email Address, University, Major, and Expected graduation date. The table contains 14 visible rows of candidate data.

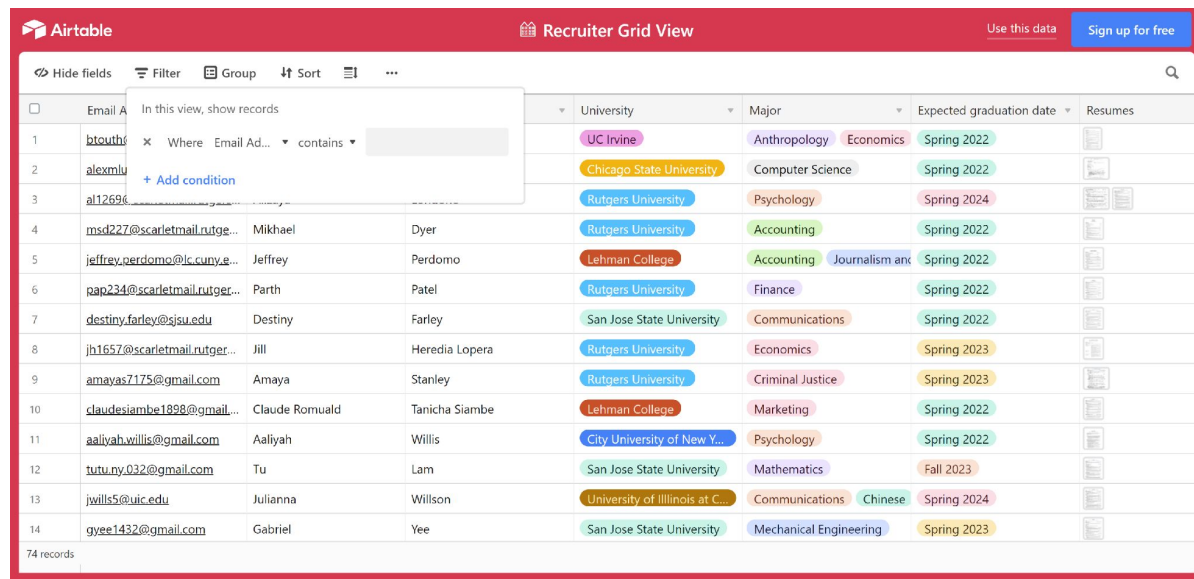
	Last Name	Email Address	University	Major	Expected graduation
	Willis	aaliyah.willis@gmail.com	City University of New Y...	Psychology	Spring 2022
	Luster	alexmluster@gmail.com	Chicago State University	Computer Science	Spring 2022
	Grijalva	alexisgrijalva00@gmail.com	Lehman College	Economics	Spring 2023
	Allan	alicia.allan@sjsu.edu	San Jose State University	Public Health	Fall 2023
	Londono	al1269@scarletmail.rutgers...	Rutgers University	Psychology	Spring 2024
	White	white23.alycia@gmail.com	San Jose State University	Mathematics	Spring 2024
	Sledd	amarasledd@gmail.com	San Jose State University	Communications	Spring 2023
	Stanley	amayaz175@gmail.com	Rutgers University	Criminal Justice	Spring 2023
	Lewis	amber.lewis01@gmail.com	Lehman College	Computer Science	Spring 2024
10	Andrew Lin	andrew.lin@sjsu.edu	San Jose State University	Computer and Electrical ...	Spring 2023
11	Aneet Jandir	ajandir2@gmail.com	San Jose State University	Business Administration	Fall 2023
12	Aria Manley	Amanley3@binghamton.edu	State University of New ...	African and African Amer...	Spring 2023
13	Arlyn Flores	arlyn.flore@rutgers.edu	Rutgers University	Marketing	Spring 2024
14	Ashley Pryor	ashleypryor368@gmail.com	Chicago State University	Graphical and Industrial ...	Spring 2023

97 records

# Searching the Talent Directory - List View

Profiles can be **filtered** by any of the profile fields by clicking on the Filter button at the top left of the screen.

- Click “+ Add condition”
- Select a profile field from the drop down menu
- Choose a condition in the operator field to create a condition.
- Add multiple conditions by clicking “+ Add condition.”
- Click the “X” to remove a condition



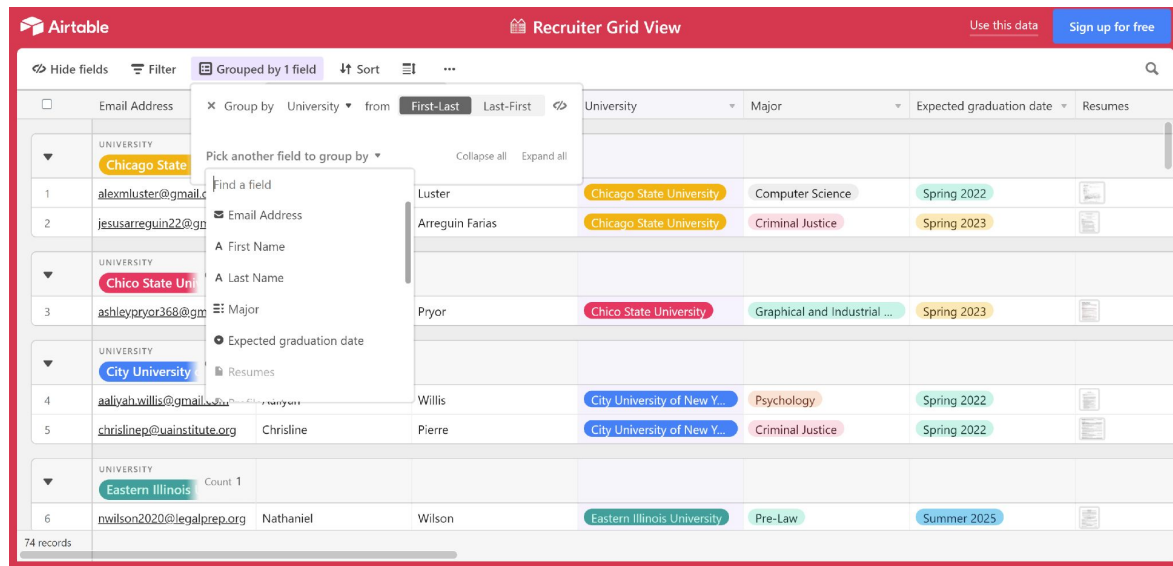
The screenshot shows the Airtable interface for a 'Recruiter Grid View'. A filter dropdown menu is open, showing options to 'Hide fields', 'Filter', 'Group', 'Sort', and '+ Add condition'. The main table displays 14 records of profiles, each with columns for Email, Name, University, Major, Expected graduation date, and Resumes. The records are filtered by the 'Email Address' field, showing only records where the email address contains 'scarletmail.rutger...'. The records are sorted by 'Expected graduation date' in ascending order.

	Email Address	Name	University	Major	Expected graduation date	Resumes
1	btouth6		UC Irvine	Anthropology Economics	Spring 2022	
2	alexmlu		Chicago State University	Computer Science	Spring 2022	
3	al12696		Rutgers University	Psychology	Spring 2024	
4	msd227@scarletmail.rutger...	Mikhael	Rutgers University	Accounting	Spring 2022	
5	jeffrey.gerdomo@jc.cuny.e...	Jeffrey	Lehman College	Accounting Journalism and	Spring 2022	
6	pap234@scarletmail.rutger...	Parth	Rutgers University	Finance	Spring 2022	
7	destiny.farley@sjsu.edu	Destiny	San Jose State University	Communications	Spring 2022	
8	jh1657@scarletmail.rutger...	Jill	Rutgers University	Economics	Spring 2023	
9	amayas7175@gmail.com	Amaya	Rutgers University	Criminal Justice	Spring 2023	
10	claudesiambe1928@gmail...	Claude Romuald	Lehman College	Marketing	Spring 2022	
11	aaliyah.willis@gmail.com	Aaliyah	City University of New Y...	Psychology	Spring 2022	
12	tutu.ny.032@gmail.com	Tu	San Jose State University	Mathematics	Fall 2023	
13	jwill5@uic.edu	Juliana	University of Illinois at C	Communications Chinese	Spring 2024	
14	gyee1432@gmail.com	Gabriel	San Jose State University	Mechanical Engineering	Spring 2023	

# Searching the Talent Directory - List View

Profiles can be **grouped** by any of the profile fields by clicking on the Group button at the top left of the screen.

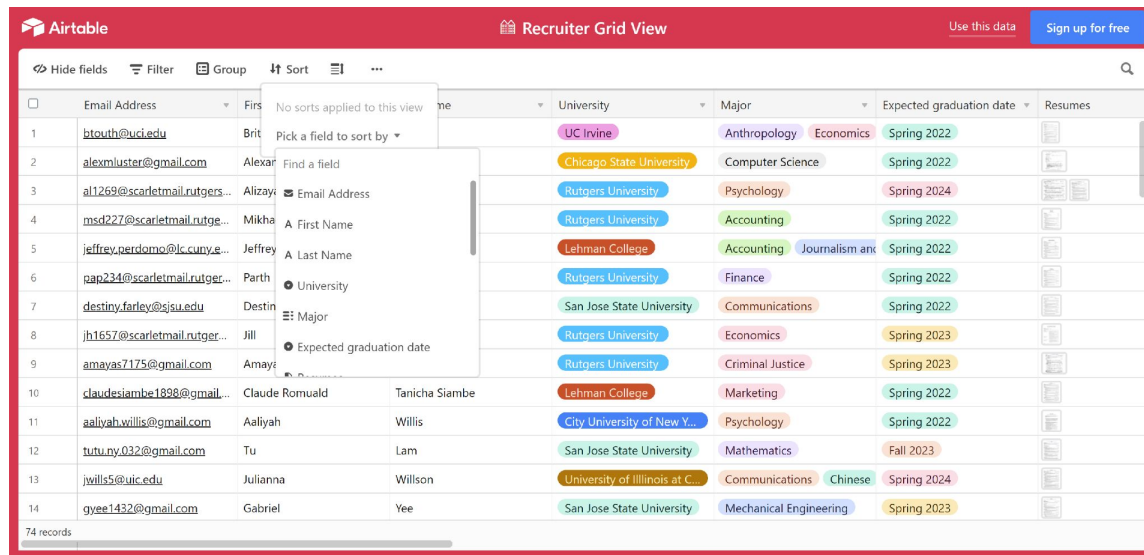
- Select a profile field from the drop down menu to group the profiles by this criteria.
- Choose “First-Last” or “Last-First” to determine how the profiles are presented.
- Click the “X” to remove a condition.



# Searching the Talent Directory - List View

Profiles can be **sorted** by any of the profile fields by clicking on the Sort button at the top left of the screen.

- Select a profile field from the drop down menu to organize the profiles by this criteria.
- Choose “First-Last” or “Last-First” to determine how the profiles are presented.
- Click the “X” to remove a condition.



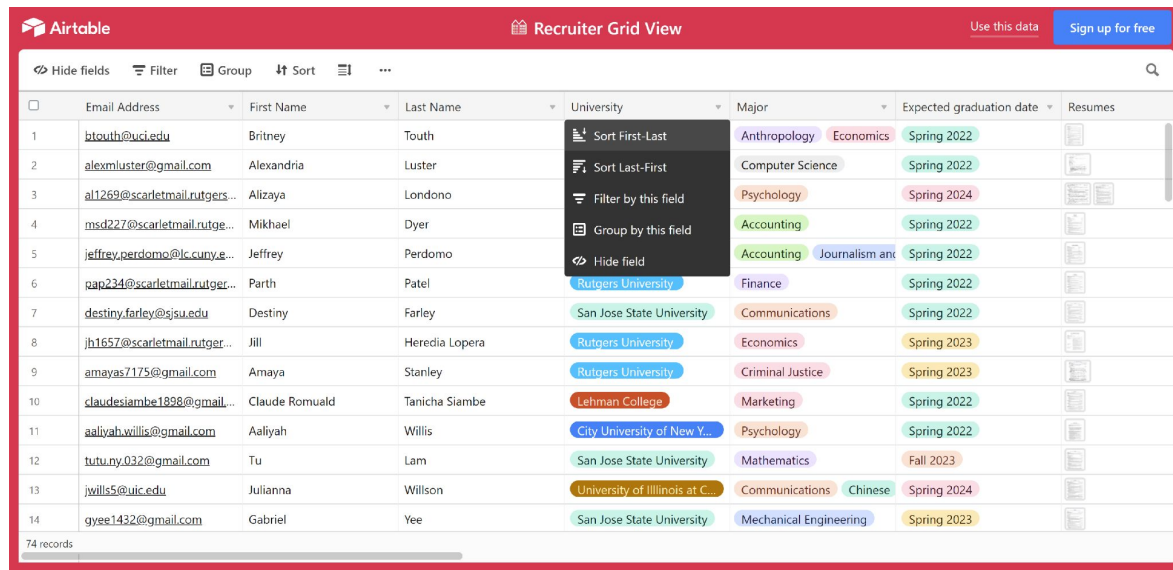
The screenshot shows the Airtable interface for a 'Recruiter Grid View'. A dropdown menu is open over the 'Sort' button, showing options: 'No sorts applied to this view', 'Pick a field to sort by', 'Find a field', 'Email Address', 'First Name', 'Last Name', 'University', 'Major', and 'Expected graduation date'. The table below lists 14 profiles with columns for Email Address, First Name, Last Name, University, Major, Expected graduation date, and Resumes.

	Email Address	First Name	Last Name	University	Major	Expected graduation date	Resumes
1	btouth@uci.edu	Brit		UC Irvine	Anthropology Economics	Spring 2022	
2	alexmluster@gmail.com	Alexa		Chicago State University	Computer Science	Spring 2022	
3	al1269@scarletmail.rutgers...	Alizay		Rutgers University	Psychology	Spring 2024	
4	msd227@scarletmail.rutgers...	Mikha		Rutgers University	Accounting	Spring 2022	
5	jeffrey.pardomo@lc.cuny.e...	Jeffrey		Lehman College	Accounting Journalism and	Spring 2022	
6	pap234@scarletmail.rutgers...	Parth		Rutgers University	Finance	Spring 2022	
7	destiny.farley@sjsu.edu	Destin		San Jose State University	Communications	Spring 2022	
8	jh1657@scarletmail.rutgers...	Jill		Rutgers University	Economics	Spring 2023	
9	amayas7175@gmail.com	Amay		Rutgers University	Criminal Justice	Spring 2023	
10	claudesiambe1898@gmail...	Claude Romuald	Tanicha Siambe	Lehman College	Marketing	Spring 2022	
11	aaliyah.willis@gmail.com	Aaliyah	Willis	City University of New Y...	Psychology	Spring 2022	
12	tutu.ny.032@gmail.com	Tu	Lam	San Jose State University	Mathematics	Fall 2023	
13	jwillis5@uic.edu	Juliana	Willson	University of Illinois at C...	Communications Chinese	Spring 2024	
14	gyee1432@gmail.com	Gabriel	Yee	San Jose State University	Mechanical Engineering	Spring 2023	

# Searching the Talent Directory - List View

Users can also **filter, sort, group by, or hide** any field by clicking the down arrow next to the column header.

- Select the action you want to take from the drop down list.



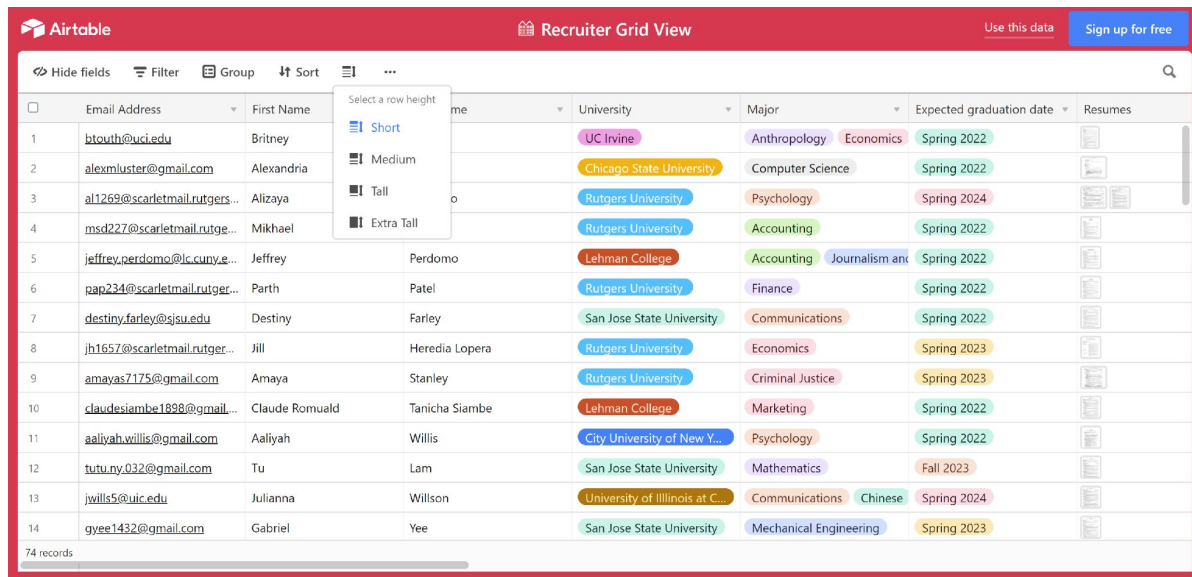
The screenshot displays the Airtable 'Recruiter Grid View' interface. A dropdown menu is open for the 'University' column header, showing options: 'Sort First-Last', 'Sort Last-First', 'Filter by this field', 'Group by this field', and 'Hide field'. The table lists 14 records with columns: Email Address, First Name, Last Name, University, Major, Expected graduation date, and Resumes. The 'University' column contains various university names like Rutgers University, San Jose State University, and Lehman College. The 'Major' column lists fields like Anthropology, Computer Science, Psychology, Accounting, Journalism and Finance, Communications, Economics, Criminal Justice, Marketing, and Mathematics. The 'Expected graduation date' column shows dates like Spring 2022, Spring 2023, Spring 2024, and Fall 2023. The bottom of the table indicates '74 records'.

	Email Address	First Name	Last Name	University	Major	Expected graduation date	Resumes
1	btouth@uci.edu	Britney	Touth		Anthropology Economics	Spring 2022	
2	alexmluster@gmail.com	Alexandria	Luster		Computer Science	Spring 2022	
3	al1269@scarletmail.rutgers...	Alizaya	Londono		Psychology	Spring 2024	
4	msd227@scarletmail.rutge...	Mikhael	Dyer		Accounting	Spring 2022	
5	jeffrey.perdomo@jc.cuny.e...	Jeffrey	Perdomo		Accounting Journalism and	Spring 2022	
6	pap234@scarletmail.rutger...	Parth	Patel	Rutgers University	Finance	Spring 2022	
7	destiny.farley@sjsu.edu	Destiny	Farley	San Jose State University	Communications	Spring 2022	
8	jh1657@scarletmail.rutger...	Jill	Heredia Lopera	Rutgers University	Economics	Spring 2023	
9	amayaz7175@gmail.com	Amaya	Stanley	Rutgers University	Criminal Justice	Spring 2023	
10	claudesiambe1898@gmail...	Claude Romuald	Tanicha Siambe	Lehman College	Marketing	Spring 2022	
11	aaliyah.willis@gmail.com	Aaliyah	Willis	City University of New Y...	Psychology	Spring 2022	
12	tutu.ny.032@gmail.com	Tu	Lam	San Jose State University	Mathematics	Fall 2023	
13	jwillis5@uic.edu	Juliana	Willson	University of Illinois at C...	Communications Chinese	Spring 2024	
14	gyee1432@gmail.com	Gabriel	Yee	San Jose State University	Mechanical Engineering	Spring 2023	

# Searching the Talent Directory - List View

The **row height** of the display can be adjusted by clicking on the icon that looks like stacked lines at the top left of the screen.

- Select the row height you prefer from the drop down list.



The screenshot shows the Airtable 'Recruiter Grid View' interface. A dropdown menu for 'Select a row height' is open, showing four options: Short, Medium, Tall, and Extra Tall. The table displays 14 records of candidates with columns for Email Address, First Name, Last Name, University, Major, Expected graduation date, and Resumes. The interface includes standard Airtable controls like Hide fields, Filter, Group, Sort, and a search bar.

	Email Address	First Name	Last Name	University	Major	Expected graduation date	Resumes
1	btouth@uci.edu	Britney		UC Irvine	Anthropology Economics	Spring 2022	
2	alexmluster@gmail.com	Alexandria		Chicago State University	Computer Science	Spring 2022	
3	al1269@scarletmail.rutgers...	Alizaya		Rutgers University	Psychology	Spring 2024	
4	msd227@scarletmail.rutge...	Mikhael		Rutgers University	Accounting	Spring 2022	
5	jeffrey.perdomo@lc.cuny.e...	Jeffrey	Perdomo	Lehman College	Accounting Journalism an...	Spring 2022	
6	pap234@scarletmail.rutger...	Parth	Patel	Rutgers University	Finance	Spring 2022	
7	destiny.farley@sjsu.edu	Destiny	Farley	San Jose State University	Communications	Spring 2022	
8	jh1657@scarletmail.rutger...	Jill	Heredia Lopera	Rutgers University	Economics	Spring 2023	
9	amayaz7175@gmail.com	Amaya	Stanley	Rutgers University	Criminal Justice	Spring 2023	
10	claudesiamb1888@gmail...	Claude Romuald	Tanicha Siambe	Lehman College	Marketing	Spring 2022	
11	aaliyah.willis@gmail.com	Aaliyah	Willis	City University of New Y...	Psychology	Spring 2022	
12	tutu.ny.032@gmail.com	Tu	Lam	San Jose State University	Mathematics	Fall 2023	
13	jwillis5@uic.edu	Juliana	Willson	University of Illinois at C...	Communications Chinese	Spring 2024	
14	gyee1432@gmail.com	Gabriel	Yee	San Jose State University	Mechanical Engineering	Spring 2023	

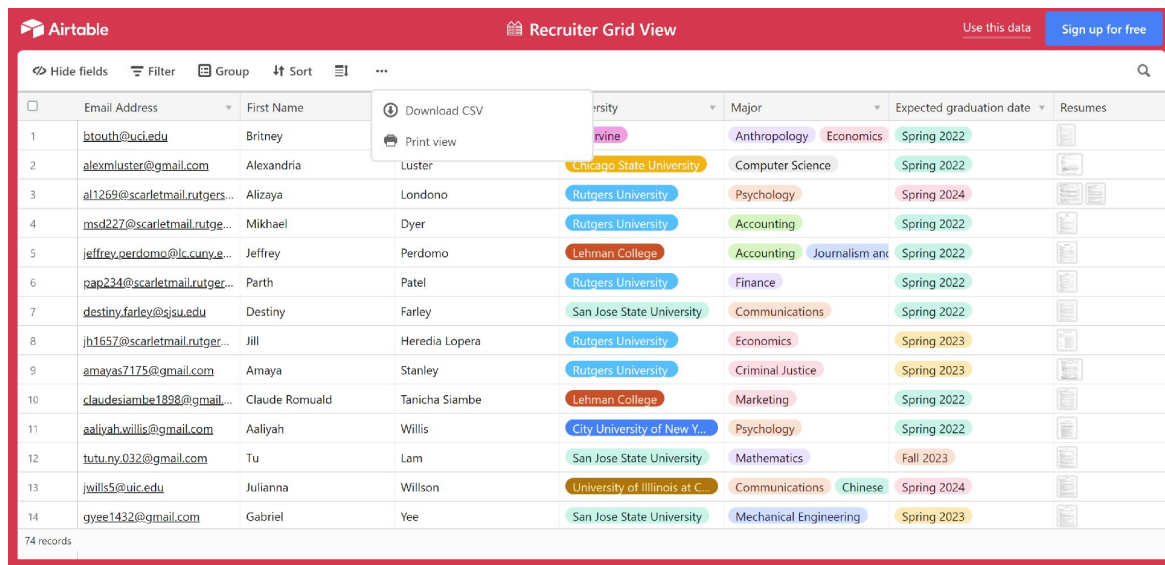


# Searching the Talent Directory - Fellow Profiles

Profiles can be **printed** by clicking the three dot icon at the top left of the screen.

- **Download CSV** creates a printable spreadsheet.
- **Print view** enables printing of all displayed profiles.

*Per our Terms of Use, please do not share the identities of Braven Fellows outside of your company.*



The screenshot shows the Airtable interface for a 'Recruiter Grid View'. The table contains 14 rows of data, each representing a fellow profile. The columns are: Email Address, First Name, Last Name, University, Major, Expected graduation date, and Resumes. A dropdown menu is open over the first row, showing 'Download CSV' and 'Print view' options.

	Email Address	First Name	Last Name	University	Major	Expected graduation date	Resumes
1	btouth@uci.edu	Britney	Luster	University of California, Irvine	Anthropology Economics	Spring 2022	[Icon]
2	alexmluster@gmail.com	Alexandria	Luster	Chicago State University	Computer Science	Spring 2022	[Icon]
3	al1269@scarletmail.rutgers...	Alizaya	Londono	Rutgers University	Psychology	Spring 2024	[Icon]
4	msd227@scarletmail.rutgers...	Mikhael	Dyer	Rutgers University	Accounting	Spring 2022	[Icon]
5	jeffrey.perdomo@jc.cuny.e...	Jeffrey	Perdomo	Lehman College	Accounting Journalism and...	Spring 2022	[Icon]
6	pap234@scarletmail.rutger...	Parth	Patel	Rutgers University	Finance	Spring 2022	[Icon]
7	destiny.farley@sjsu.edu	Destiny	Farley	San Jose State University	Communications	Spring 2022	[Icon]
8	jh1657@scarletmail.rutger...	Jill	Heredia Lopera	Rutgers University	Economics	Spring 2023	[Icon]
9	amayaz7175@gmail.com	Amaya	Stanley	Rutgers University	Criminal Justice	Spring 2023	[Icon]
10	claudesiambe1898@gmail...	Claude Romuald	Tanicha Siambe	Lehman College	Marketing	Spring 2022	[Icon]
11	aaliyah.willis@gmail.com	Aaliyah	Willis	City University of New York	Psychology	Spring 2022	[Icon]
12	tutu.ny.032@gmail.com	Tu	Lam	San Jose State University	Mathematics	Fall 2023	[Icon]
13	jwillis@uci.edu	Juliana	Willson	University of Illinois at Chicago	Communications Chinese	Spring 2024	[Icon]
14	gyee1432@gmail.com	Gabriel	Yee	San Jose State University	Mechanical Engineering	Spring 2023	[Icon]

74 records

# Contacting Candidates

Fellow profiles include two forms of contact information:

- Email address
- LinkedIn profile

Employers are encouraged to contact Fellows directly using either method.

# Contacting Candidates

As a rule of thumb, we suggest contacting Fellows:

- About the type of opportunity - internship or employment - they indicated was of interest to them in the field Opportunity Type
- About positions that are relevant to their major or interests
- No more than 3 times about a given opportunity if they are unresponsive at first
- With a brief note that explains you were interested in connecting after finding their profile in the Braven Talent Directory

# Frequently Asked Questions

**Q. Are all of the Fellows in the Talent Directory actively seeking positions?**

A. Fellows join the Talent Directory because they are actively seeking new opportunities. Some candidates with live profiles may have already secured a role, however.

**Q. Is the entire Braven community included in Talent Directory?**

A. The Talent Directory pilot currently features around 3% of Fellows at this time, but more will be added after this pilot phase is completed.



# Frequently Asked Questions

**Q. Should I let Braven know if I'm reaching out to a Fellow? Or if I decide to hire one?**

A. You're welcome to contact a Fellow directly. We'd appreciate it if you would let Daniel Alter, Director of Employer Partnerships, know if you hire a candidate so we can track that outcome. Daniel can be reached at [daniel@bebraven.org](mailto:daniel@bebraven.org).

**Q. What if a Fellow does not respond to my outreach?**

A. We recommend employers not reach out to Fellows listed in the Talent Directory more than three times about the same opportunity.



# Frequently Asked Questions

**Q. How do I filter/sort/group the results on my screen?**

A. Please refer to slides 7-17 for detailed instructions.

**Q. When searching the Talent Directory, how should I use the platform's feature to filter by career interests?**

A. To find candidates that are most likely to be a good match for your roles, select the candidates' career interests from the drop down menu that are most relevant to your position.

# Frequently Asked Questions

## **Q. Which career interests are listed in the Talent Directory?**

**A.** Candidates can indicate their interest in the following fields:

- Arts & Entertainment
- Banking, Finance & Accounting
- Communications, Journalism, Marketing & Advertising
- Engineering, Architecture & Design
- Health (Medical, Dental, Psychology, Public Health)
- Law, Administration, Public Policy & International Affairs
- Law Enforcement & Criminal Justice
- Natural Sciences (Bio, Chemistry, Energy, Environment & Aerospace)
- Nonprofit, Education, Community Services & Social Impact, Social Justice
- Other Business (Consulting, Human Resources, Sales, Insurance)
- Technology & Computer Science



# Frequently Asked Questions

**Q. Am I allowed to share the personal information of candidates I find in the Talent Directory?**

A. You're welcome to share candidates' information within your organization. Per our Terms of Use, please do not share Fellows' information outside of your organization.

**Q. Whom should I contact with questions?**

A. Please contact Daniel Alter, Director of Employer Partnerships, at [daniel@bebraven.org](mailto:daniel@bebraven.org).

