

MENTOR QUICK REFERENCE GUIDE



SET UP USER PROFILE

Log into the Directory and complete your user profile and mentor training through the onboarding steps.

FIND AVAILABLE MENTEES

Click the Add Mentee tile. Set your mentee preferences and begin searching for a mentee. Send a request to potential mentees who align with your experience and mentoring abilities.

ESTABLISH CHECK POINTS

Work together through the Mentoring Monday Tips sent via email for suggested discussion tips and establish a communication plan with your mentee.

CONCLUDE MENTORSHIP

If your mentee meets all their established goals, it may be time to conclude the relationship. If you choose to continue, reassess needs and plan for the future.

PROVIDE FEEDBACK

Complete the post-assessment to provide feedback about your relationship with your mentee and the program.