

MENTEE QUICK REFERENCE GUIDE



SET UP USER PROFILE

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

FIND AVAILABLE MENTORS

Click the Add Mentor tile. Set your mentor preferences and begin searching for a mentor. Send a request to potential mentors who align with your interests.

CREATE A DISCUSSION PLAN

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

CONCLUDE MENTORSHIP

If goals are met, decide if you want to conclude the mentoring relationship or move towards new goals.

PROVIDE FEEDBACK

Complete the post-assessment to provide feedback and have the opportunity to nominate your mentor as outstanding.