

# MENTOR QUICK REFERENCE GUIDE



## SET UP USER PROFILE



Log into ClearPath 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.



## PROVIDE GUIDANCE

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



## PROVIDE FEEDBACK

If your mentee meets all established goals, it may be time to conclude the relationship. If you choose to continue, reassess needs and plan for the future. Complete the experience survey if the formal mentoring relationship concludes.

