

MENTOR QUICK REFERENCE GUIDE



SET UP USER PROFILE

Log into ClearPath, and fill out your user profile including work history, academic experience, objective, and mentoring preferences. Complete the **ClearPath Mentoring - Program Overview App**.



FIND AVAILABLE MENTEES

Complete the **Mentor Training App**. Click the Find Mentee tile. Review mentee profiles, and send a message to potential mentees who align with your experience and mentoring abilities.



ESTABLISH CHECK POINTS

In your initial meeting with your mentee, determine an agreeable communication timeline and method. Check in with your mentee accordingly.



PROVIDE GUIDANCE

Provide academic and professional guidance and support to your mentee. Encourage your mentee to create goals, provide feedback, and refer your mentee to university staff for additional support as needed.



CONCLUDE OR CONTINUE

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.