

# MENTEE QUICK REFERENCE GUIDE



## STEP 01 SET UP USER PROFILE

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

## STEP 02 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.

## STEP 03 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.

## STEP 04 CONCLUDE MENTORSHIP

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

## STEP 05 PROVIDE FEEDBACK

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