Mentorloop

A Mentor and Mentee Guide

This guide will show you how to get the most out of your mentoring relationship and utilise the Mentorloop platform to enhance your experience!

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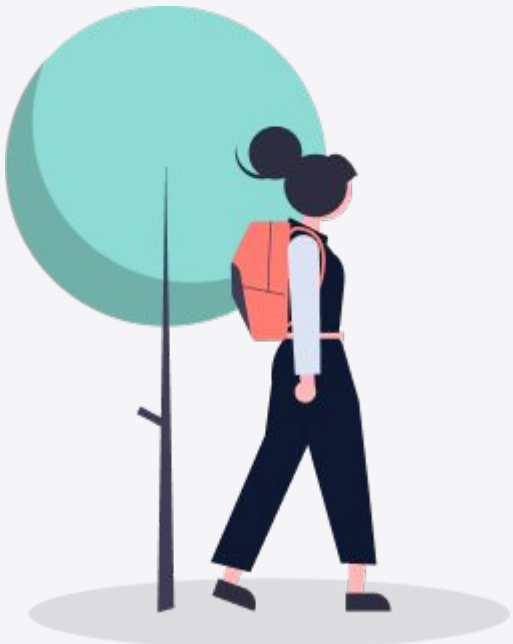


Getting started

Welcome!

Congratulations on beginning your mentoring journey as a mentor, mentee or both! Watch this video to learn a little more about mentoring and Mentorloop.

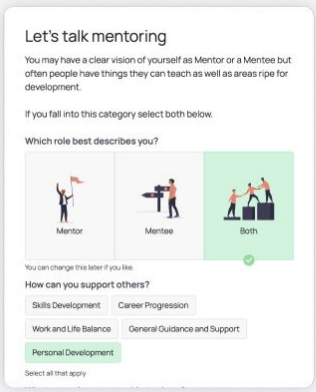
This guide will provide the basics on navigating the platform, what features to look out for and provide you with some resources/tips to make your mentoring experience even better!

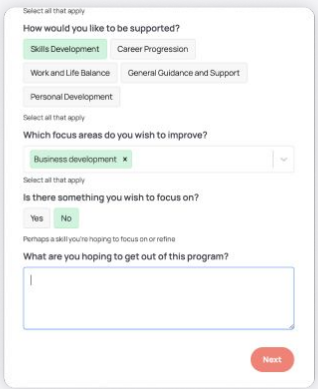
Signup Process

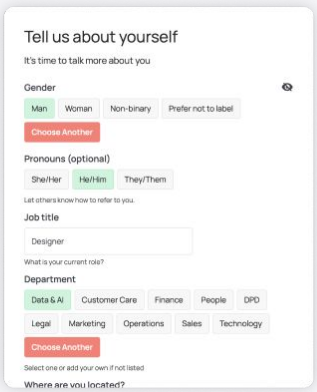
You will have received a link to register to your mentoring program. Upon clicking this link, you'll be directed to a signup page that will ask you to complete some questions. These cover aspects about you, your career, and most importantly, what you hope to contribute or achieve through your mentoring experience.

Once completed, your sign up form becomes your profile in the program, giving potential mentoring connections a glimpse into who you are. We recommend you update your profile and keep it up to date - as it helps others get to know you better and also plays a role in the matching process.

For some programs, the Program Coordinator may need to approve your application. Just wait for the confirmation email. If you don't receive it, reach out to your Program Coordinator.







Integrations

We aim to complement the natural and organic mentoring that may already be happening.

That's why we offer the flexibility to integrate systems you're already familiar with into the platform for a seamless transition into your day-to-day activities. Simply check your account settings to connect integrations.

Your Dashboard

Once you've successfully joined the program, you'll have access to your Mentorloop Dashboard. It has been designed so that you can access all your mentoring needs in one place and support you in every step of your journey. You will find:

Loop-based Milestones

Once you have been found your mentoring match, the Mentorloop Milestones are a series of stages that will guide you through your mentoring relationship. The milestones automatically moves you along depending on the interactions you have with your match.

This is great for those who have never been in a mentoring relationship and are unsure of where to start.

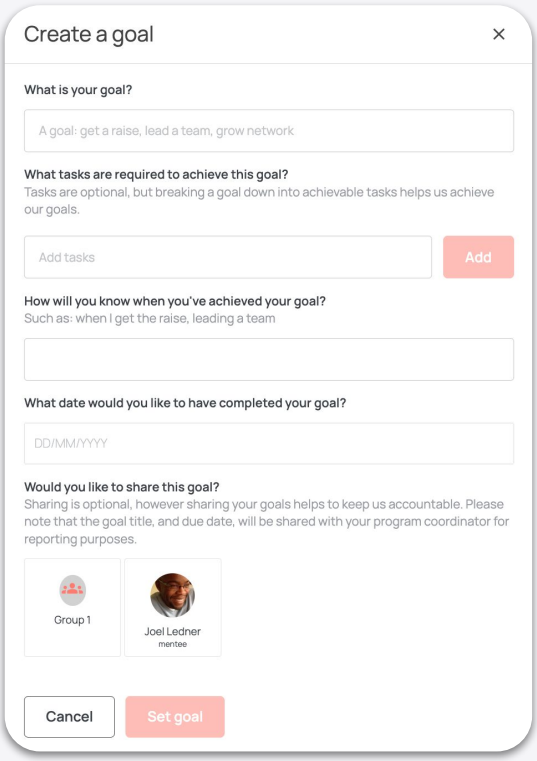
You can read more about Milestones here.

Goals

Goal setting is an integral part of the mentoring journey.

Whether you're a mentor, mentee or both you can set goals directly from your Mentorloop dashboard.

We have a range of resources to help you set goals, including The Mentorloop Goal-Setting Framework and FAQs on how to set and manage your goals!

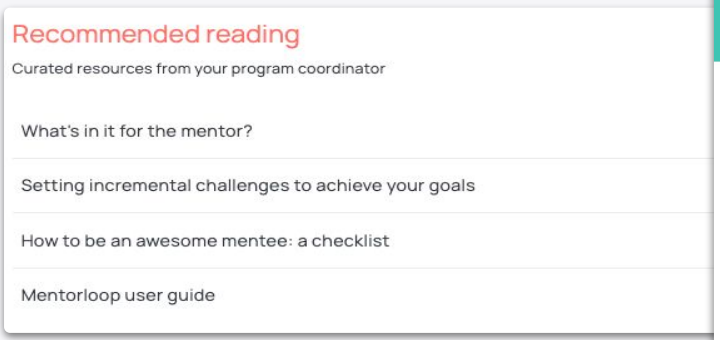


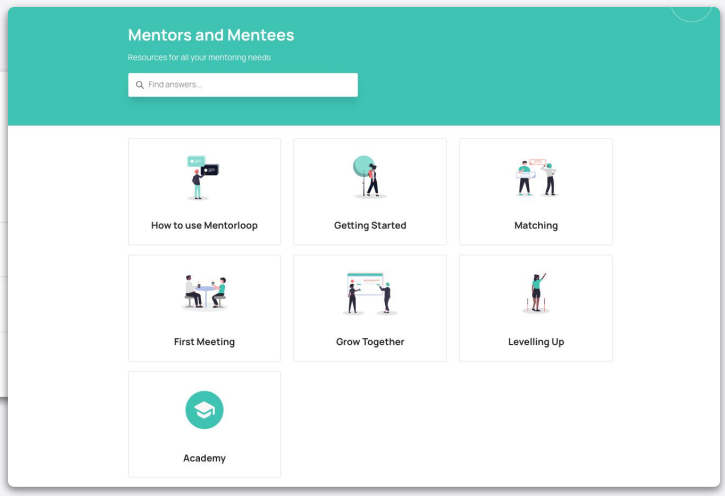
Your Dashboard

Recommended Reading

To improve your mentoring experience, the recommended reading lists provides you with material that will help you broaden your knowledge and facilitate discussions with your match.

Your program coordinators can customise this based on your role and can provide additional information that is more specific to your program.





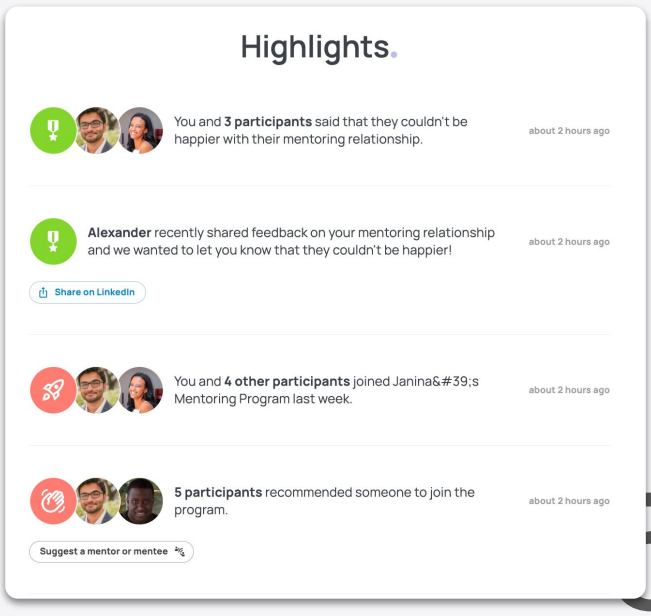
Mentorloop Help Hub

Mentorloop is not only here to make mentoring more accessible for all - we also want to make mentoring better! With access to our extensive Mentorloop Help Hub, you can explore articles that can assist you in your mentoring journey.

1. Resources for all mentoring needs such as *navigating Mentorloop*
2. Resources to become a mentoring expert such as *best practice tips, meeting agenda topics and activities to enhance your experience*

Highlights

Be part of something bigger and check out what other mentors and mentees have been up to. Celebrate your achievements and share it on Linkedin!



Matching

Manual or Algorithm Match

Based on your program, your Program Coordinator may have already assigned you a match, either *manually* or through the Mentorloop Algorithm.

What is the Algorithm?

It takes into account factors such as your skills, experience, location etc. If this is the case, you will receive an email notification regarding your match.

We recommend reaching out to your match to say hello and kick off your mentoring relationship!

Self Match

Alternatively, you may have the option of finding your own match within the program. You can explore potential matches via the left sidebar of Mentorloop under FInd a Match and request to connect.

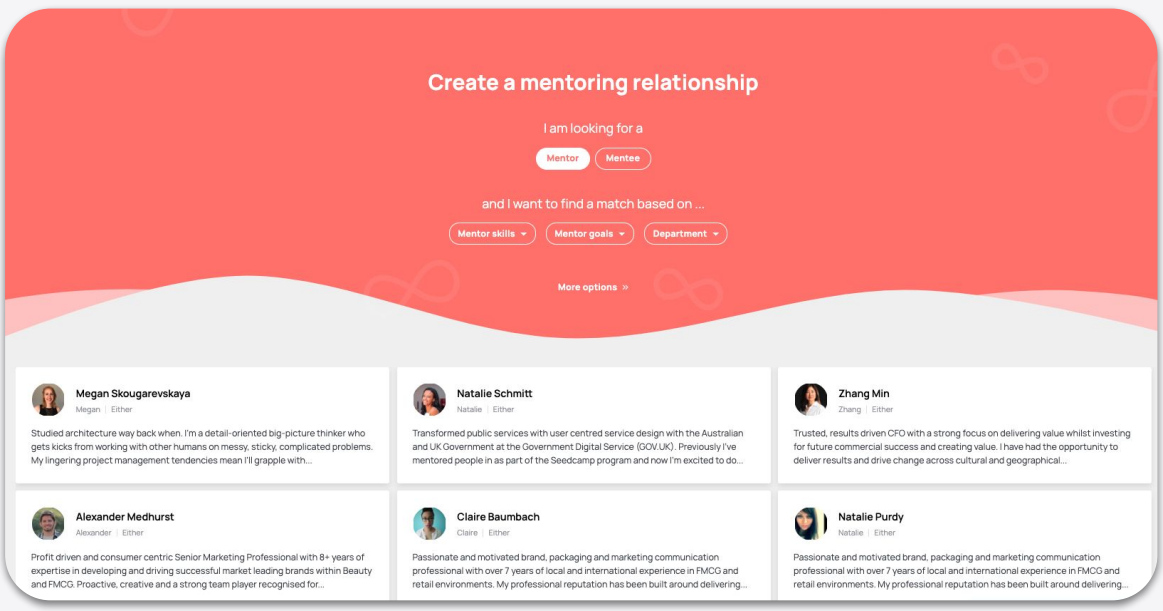
- Finding your mentee: A Self Match Guide
- Finding your mentor: A Self Match Guide

You will also be able to view some *Recommended matches* from your dashboard. These are the participants that Mentorloop has identified as being a great possible match for you.

Match Requests

Once you have found a great mentoring match you can request to ***Connect*** with them. Here are some tips on requesting your mentoring match.

Keep an eye on your notifications for match requests from other participants on the program, and be responsive!



Mentoring Success

Communication

Your Coordinator Loop

If you have a question that is related to the particular management of your mentoring program, it's probably best suited to your Program Coordinator.

You have direct access to your Program Coordinator/s via your 1:1 loop, which you can access by clicking "Your Coordinator" from the left navigation bar of your dashboard

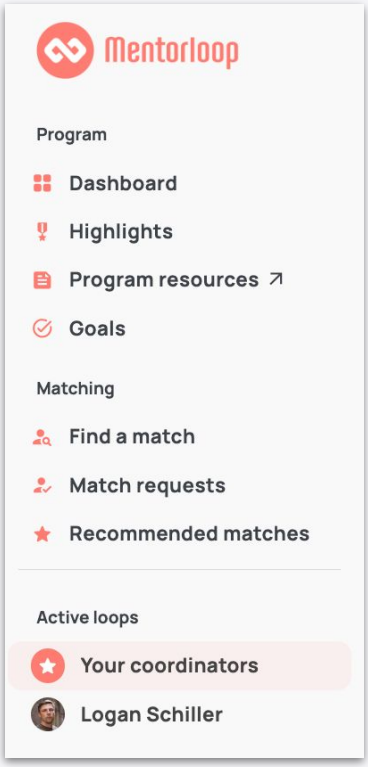
1:1 Loop

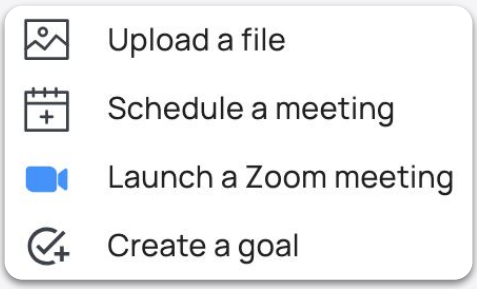
Once you are matched, you will have access to a 1:1 Loop with your mentor/mentee.

A Loop is essentially a journal of your mentoring relationship, from where you can communicate with your match, schedule meetings, launch Zoom calls, share files and set goals.

Over time, the Loop becomes an online journal of your mentoring experience, so be sure to keep a record of your mentoring meetings in there!

Your 1:1 loop is confidential. You can also close your mentoring relationship from the 1:1 Loop.

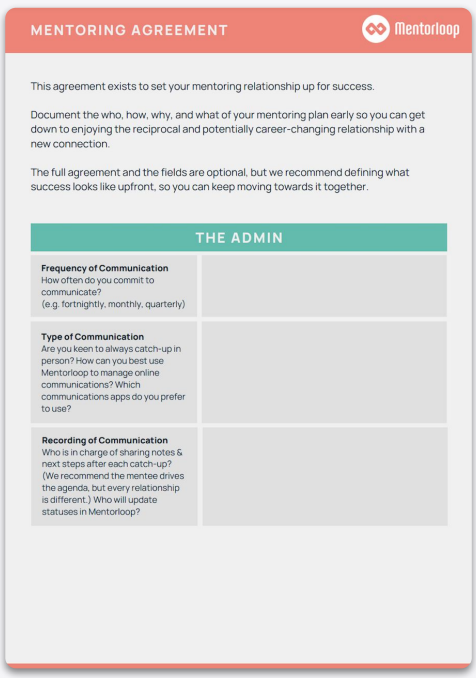




Mentoring Agreement

We recommend setting expectations early on in your mentoring relationship. This adds structure and allows both the mentor and mentee to have a clear understanding of how your mentoring relationship will work.

The mentoring agreement will help you outline your mentoring expectations and set you up for success.



Support

Nudges and notifications

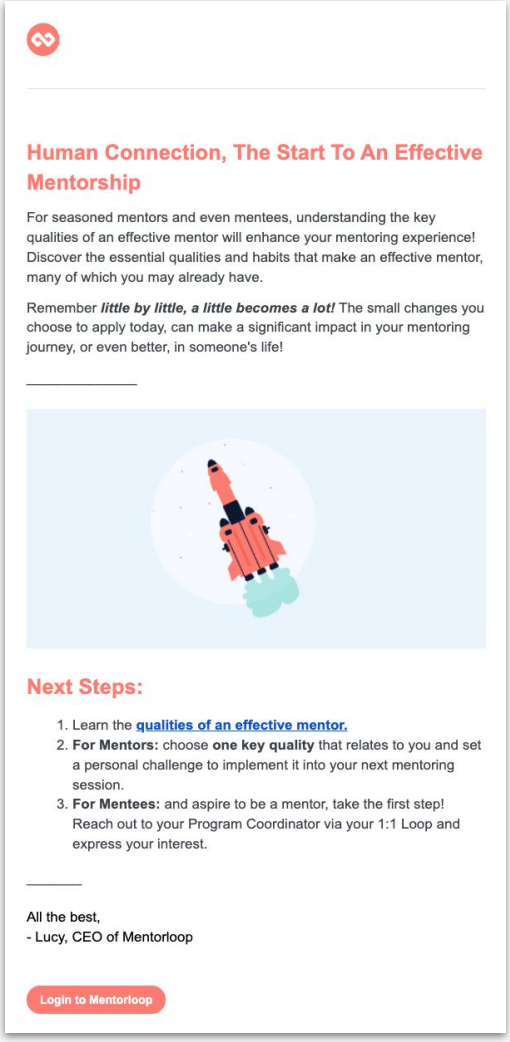
As you begin your mentoring journey, Mentorloop will send communications throughout the first six months of your journey, followed by monthly communications.

These messages will be filled with valuable tips and tricks to keep the momentum going in your relationship.

Expect updates on new features, suggested articles to read and share with your mentoring match, as well as discussion points to enrich your mentoring meetings!

We recommend keeping an eye out for messages from your mentor, mentee or Program Coordinator.

Notifications are sent to your email if you are not logged into Mentorloop.



Human Connection, The Start To An Effective Mentorship

For seasoned mentors and even mentees, understanding the key qualities of an effective mentor will enhance your mentoring experience! Discover the essential qualities and habits that make an effective mentor, many of which you may already have.

Remember ***little by little, a little becomes a lot!*** The small changes you choose to apply today, can make a significant impact in your mentoring journey, or even better, in someone's life!

Next Steps:

1. Learn the **qualities of an effective mentor.**
2. **For Mentors:** choose **one key quality** that relates to you and set a personal challenge to implement it into your next mentoring session.
3. **For Mentees:** and aspire to be a mentor, take the first step! Reach out to your Program Coordinator via your 1:1 Loop and express your interest.

All the best,
- Lucy, CEO of Mentorloop

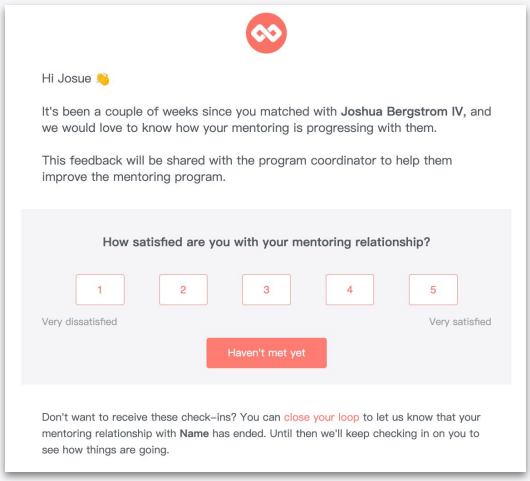
Login to Mentorloop

Feedback surveys

To provide participants with even more support, Mentorloop occasionally sends through a survey. We encourage you to share your feedback by completing survey, as it provides real time insights to your Program Coordinator.

This enables them to offer you additional support tailored to your needs. The survey includes:

1. **Mentoring Quality Score:** Sent every 60 days to gather feedback on your mentoring experience as it progresses
2. **Post-Meeting Survey:** Automatically sent if a meeting has been scheduled within the platform, capturing insights and reflections after each session
3. **Close Loop Survey:** Triggered when a mentoring connection is closed, either by you or your Program Coordinator.



Hi Josue 👋

It's been a couple of weeks since you matched with **Joshua Bergstrom IV**, and we would love to know how your mentoring is progressing with them.

This feedback will be shared with the program coordinator to help them improve the mentoring program.

How satisfied are you with your mentoring relationship?

1 2 3 4 5

Very dissatisfied Very satisfied

Haven't met yet

Don't want to receive these check-ins? You can close your loop to let us know that your mentoring relationship with **Name** has ended. Until then we'll keep checking in on you to see how things are going.

Your input is invaluable in ensuring the effectiveness of the program and overall experience!