MentorConnect Program Overview

MentorConnect is a self-directed mentoring program that connects employees across the organization utilizing an innovative, Web-based tool. The Open Mentoring® tool facilitates the matching and monitoring of distance or face-to-face mentoring relationships.

Program Goals
- Provide a vehicle for all employees to develop and advance their careers;
- Provide an opportunity for employees to enhance specific skills;
- Demonstrate U.S. Bank’s commitment to employee development;
- Facilitate cross-functional and cross-geographical knowledge-sharing and networking; and
- Support the Leadership Advantage initiative by helping leaders continue to develop important leadership behaviors.

How the Program Works
- Employees create an online profile and designate if they want to be a mentor or a mentee.
- Mentees create a mentoring agreement which includes detailed goals for mentoring.
- Based on the mentee’s goals, the Web-based tool suggests possible mentors.
- Mentees select a mentor and the mentoring connection begins.
- Relationships are mentee driven.

Time Commitment
- Creating a mentor profile or mentee mentoring agreement typically takes 20-25 minutes.
- Relationships can range from 2-12 months.
- Most mentoring partners meet 1-2 hours per month.
- Mentors and mentees can select from three participation levels:
  - **Informational** (typically 2-3 months): Focus of the relationship is on sharing information or ideas for a particular aspect of the mentee’s work life.
  - **Skill** (typically 3-6 months): Focus of the relationship is on teaching a specific skill.
  - **Advocacy** (typically 6-12 months): Focus of the relationship is on guiding and consulting to enhance related skills and behaviors.

Participation Guidelines
- Participation is voluntary.
- Employees can participate as a mentor and mentee.
- Participating employees need to be in good standing (performance review rating of a 1, 2 or 3 and no corrective action within the last six months).
- Exempt employees can participate after their first 90 days of employment.
- Non-exempt employees can participate after their first 6 months of employment.
- Mentoring activities typically take 1-2 hours per month.
- All employees are required to get approval from their manager to participate.
- Mentors and mentees should complete a readiness assessment to determine if mentoring is right for them.
- For mentoring activities occurring during work hours, employees should request time with sufficient advanced notice to allow for necessary schedule adjustments to accommodate business needs. Mentors can mentor up to three employees at a time.
- Mentees will have only one mentor at a time not to exceed three mentors per year.
- Employees will work with their managers to incorporate mentoring into their development plans.
What Employees Are Saying About MentorConnect

“I have really enjoyed being a mentor and it has also stretched me in new ways.”

“I believe it was a very positive experience for both parties. We learned a lot and we know that going forward we will be able to use each other as a resource.”

“I think this is an excellent tool -- connecting people who would have otherwise not met is a great way to enhance your network of resources in a company as large as USB.”

“This has been a very rewarding experience for me. I have gained new insights into different areas of the bank, have been able to get to know my mentees well, and have benefited from the experience in a personal and business sense.”

“I love that The Bank made this investment and think it can be a catalyst for improved satisfaction and productivity.”

“I think this is a great program that gives everyone the opportunity to build relationships, learn more about other areas of the company, and connect with an advocate who will assist you in learning and developing new skills. I am participating as both a mentor and a mentee to double the opportunity and learning.”

“I have found the commitment of the mentors to be very high. Their insight and feedback have been invaluable to me in my personal development.”

“I was extremely lucky with my match. I had a great experience.”
MentorConnect Frequently Asked Questions

Program Guidelines

Q1. What is MentorConnect?
A1. MentorConnect is a self-directed mentoring program that utilizes a customized Web-based tool to facilitate the matching and monitoring of face-to-face or distance mentoring relationships. The program is supported by TripleCreek and Associates, a provider of mentoring solutions for whose Open Mentoring® tool has been used by many global companies.

Q2. Who can participate?
A2. Any employee in good performance standing can participate. You are encouraged to review the Readiness Assessments to determine if a mentor or mentee role is the right role for you.

Q3. Should I inform my manager that I want to participate?
A3. Yes. You must obtain approval to participate in MentorConnect. Share your Readiness Assessment(s) with your manager and work together to decide if mentoring is right for you and how to get the most out of your mentoring experience. Mentoring is an excellent development activity and can be incorporated into your development plan.

For mentoring activities occurring during work hours, you should request time with sufficient advanced notice to allow for necessary schedule adjustments to accommodate business needs. You also should keep your manager informed of your status in the program as well as your key learnings.

Q4. Who can be a mentor?
A4. If you are interested in becoming a mentor, you should complete the Mentor Readiness Assessment and share it with your manager. This will help you determine if you would be an effective mentor. The MentorConnect program encourages employees at all levels to be mentors. If you have knowledge to share or a skill to teach, you can be a mentor.

Q5. Can I be a mentor and a mentee?
A5. Yes, you can be both.

Q6. How many people can I mentor at the same time?
A6. The system is set up to allow you to mentor one person. You can override this setting to allow for two or three mentees. It is recommended that mentors not try and mentor more than three employees in order to devote quality time to all of them.

Q7. How many mentors can I have at one time?
A7. It is recommended that you have only one mentor at a time to take full advantage of the learning through that relationship.

Q8. What does it mean to describe the program as “mentee driven”?
A8. As a mentee, it is your responsibility to take ownership of your learning and development needs and your mentoring experience. You are expected to initiate and drive the relationship. The mentoring relationship is focused on meeting your development goals. Therefore, you are in charge of ensuring that the relationship progresses appropriately and meets its ultimate goals.

Q9. Can I participate more than once as a mentee?
A9. Yes, although it is suggested that you have only one mentor at a time. When the relationship formally closes, you can then choose another mentor. It is recommended that you limit the number of mentors to no more than three per year.
Q10. Can my manager be my mentor?
A10. Although managers can be very good coaches and mentors, it is recommended that you work with someone outside of your direct reporting relationship.

Q11. Can I choose someone in my own business line as a mentor?
A11. MentorConnect allows mentees to sort from a list of available mentors by business line and other relevant criteria. Mentees are strongly encouraged to take advantage of learning more about U.S. Bank by choosing someone outside of their own line of business or department.

Q12. How long does a typical partnership last?
A12. Most relationships range from 2-12 months. Mentors and mentees can choose their preferred participation level. There are three levels of mentoring with corresponding timeframes:

- **Informational** (2-3 months): Focus of the relationship is on learning more about the organization, understanding the culture and learning about different business lines.
- **Skill** (2-6 months): Focus of the relationship is on teaching a specific skill.
- **Advocacy** (6-12 months): A more traditional approach to mentoring where the focus is on guiding, consulting and coaching over a longer period of time.

Q13. How frequently do mentors and mentees meet?
A13. How often you meet depends on 1) the mentee’s program goals and 2) you and your mentee’s availability. Typically, you'll meet 1-2 times per month. It’s recommended that you meet at least once a month.

Q14. Are there resources to help me be an effective mentor or mentee?
A14. Yes, the [MentorConnect Web site](#) provides guidelines and resources to help you build an effective relationship. In addition, an information session will be provided for all registered mentors and mentees.

Q15. What if I’m not happy in my mentoring relationship?
A15. Although the MentorConnect tool has proven to be very effective in matching mentors and mentees, there will certainly be times when one or both of the parties feel the relationship is not a good fit. This could be a result of: different expectations, styles, or experiences. The most important thing is to be honest with your mentor or mentee about how you feel. Since mentees drive the experience they need to initiate the discussion and formally close the relationship on the MentorConnect Web site. If you would like to talk to someone about your mentoring relationship, send an email to the [MentorConnect Shared mailbox](#).

Q16. Can anyone see the information that I put in my profile and/or mentoring agreement?
A16. Mentees can view potential mentor’s profiles and mentors can view a mentee’s mentoring agreement after they have been invited into the relationship. Program reports will include the names of all mentees and mentors participating in the program. No other information will be shared.

Q17. I already have a mentor. Do we need to enter our information into the system?
A17. There are many informal mentoring relationships currently taking place. You are not required to enter your information into the MentorConnect system. If you would like your relationship to be tracked along with other mentoring relationships, then you can both sign-up via the [MentorConnect Web site](#).

Q18. How many employees can participate in the program?
A18. There is no limit to the number of employees that can participate.

Q19. Is there a cost associated with the program?
A19. U.S. Bank has invested resources into the MentorConnect program and is pleased to offer this development experience to employees free of charge.
Q20. **How soon can a new employee participate?**
A20. There is so much that a new employee needs to know and learn. It is recommended that an exempt employee waits at least 90 days from their start date and a non-exempt employee waits at least six months from their start date to sign up for MentorConnect.

**Web site**

Q21. **How do mentors and mentees access the site?**
A21. Mentors and mentees can access the site online at [http://www.3creekmentoring.com/usbank/index.cfm](http://www.3creekmentoring.com/usbank/index.cfm). A special U.S. Bank User Group Code is needed to create a profile on the Web site (refer to the MentorConnect page). Use the group code when you enter your profile into the system. **Important:** There are two different codes - one code for mentors and another for mentees.

Q22. **How long does it take to sign up via the Web-based tool?**
A22. Creating a mentor profile or mentee mentoring agreement typically takes 20-25 minutes.

Q23. **What if I can’t see the entire Web page on my computer?**
A23. Some employees may experience difficulty viewing the entire screen. This results in the need to scroll up and down and back and forth. To adjust your screen resolution, go to your Start Menu > Control Panel > Display > Settings Tab > Screen Resolution, move arrow to 1024 X 768 pixels > Save.

Q24. **What do I do if I experience technical difficulties?**
A24. Select “Support” from the bottom of the Welcome to U.S. Bank MentorConnect screen. There will be a response within 24 hours (Monday-Friday).

Q25. **What is my Employee ID?**
A25. Your Employee ID is your six-digit Employee ID number found in the upper left corner of your paycheck, above your address. Access your paycheck via Employee Self Service and follow this path: Self Service > Payroll and Compensation > View Paycheck. Your password is your own uniquely created password.

Q26. **How do I reset my password?**
Q26. From the USER LOGIN screen on the Welcome to U.S. Bank MentorConnect page, select Current User and the “Forgot your password?” link. Type your Employee ID and email address. You will be sent a temporary password via email.

Q27. **Who do I contact for further information?**
A27. Email questions to mentorconnect@usbank.com.
Getting Started as a Mentor

Mentoring is not merely an altruistic endeavor – it can boost your career! Mentoring is a mutually beneficial process that positively impacts both mentees and mentors.

A recent study by Sun Microsystems found that mentees were five times more likely to be promoted than non-mentoring employees. Mentors were six times more likely to be promoted compared to non-mentoring employees.

Mentoring is a true win-win professional development opportunity.

Becoming a mentor is easy. Follow these simple steps:

1. Decide if mentoring is right for you. To complete a mentor characteristics survey and skill inventory, visit the MentorConnect Web site and select the Readiness Assessments on the home page.
   - Mentor: Characteristics Survey – Print and complete this survey to learn if you have what it takes to be an effective mentor. This readiness assessment describes effective and ineffective mentor characteristics. It also allows you to measure your own aptitude against these characteristics.
   - Mentor: Skill Survey – Print and complete this survey to discover which areas of mentoring competence you can bring to a mentoring relationship. This readiness assessment describes multiple competency areas for which you rate your effectiveness. This helps you pinpoint skill areas in which you would be an effective mentor.

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<td>• Have reasonable expectations</td>
<td>• Seek out a mentee</td>
</tr>
<tr>
<td>• Provide feedback</td>
<td>• Do the work for the mentee</td>
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<tr>
<td>• Allocate time and energy</td>
<td>• Manage the mentee like a supervisor</td>
</tr>
<tr>
<td>• Help develop learning plans</td>
<td>• Be an expert in all areas of development</td>
</tr>
<tr>
<td>• Follow through on commitments</td>
<td>• Serve as an advisor on personal issues</td>
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2. View the What to Expect documentation and Getting Started video. The video includes sound. However, if you have a computer without a sound card, you can read along with the written prompts.

3. If you decide to sign up as a mentor, you will need to complete a two-page Mentor Profile. This should only take 20-25 minutes.
   - Select the red User Login link on the MentorConnect home page.
   - Choose “new user.”
   - You will be asked to enter an Employee ID and password. Enter your six-digit Employee ID number. Find your Employee ID in the upper left corner of your paycheck, above your address. Access your paycheck via Employee Self Service and follow this path: Self Service > Payroll and Compensation > View Paycheck. Your password is your own uniquely created password.
• If you do not have a work email address, the email field will be blank. You may use a personal email address when completing your profile.

• While completing the fields in the profile you will be asked for the mentor group code (refer to the MentorConnect page).

• When selecting from the list of global competencies, keep the number to no more than your top ten.

• You will then choose from three levels of mentoring:
  o **Informational** (typically 2-3 months): Focus of the relationship is on sharing information or ideas for a particular aspect of a mentee’s work life.
  o **Skill** (typically 3-6 months): Focus of the relationship is on teaching a specific skill.
  o **Advocacy** (typically 6-12 months): Focus of the relationship is on guiding and consulting to enhance related skills and behaviors.

• Once you finish your profile, you do not need to do anything further until you are invited by a mentee.

4. If you are formally invited into a mentoring relationship, you will receive an email invitation that includes the project name, next steps, and a link to access your account.

• The first task you need to complete as the invited mentor is to review your mentee’s learning goals and either accept or decline the invitation. You need to respond to any invitation within two business days.

It is very important that you accept or decline the invitation in the MentorConnect tool. If you don’t, you could be invited by other mentees and the system will not be able to track your relationship.

To accept or decline the mentee invitation:

a. Log in to the MentorConnect Web site as a Current User.

b. Select next to the Relationship name under the Next Steps section of the Open Mentoring tab or select Pending Invitation Request under the Relationship name on the Relationships tab.

c. Select accept or decline.

d. Submit.

e. Once you accept the invitation your mentee should contact you. Remember the program is mentee-driven. If you do not hear from your mentee it is ok to send them a quick email or make a call. If you still don’t hear from him or her, see the steps on page 8 that address how to close a relationship.

An important note about using the Web site for communication!
Participants feel the messaging and calendar capabilities on the Web site are somewhat cumbersome and not as efficient as using Lotus Notes or the telephone to schedule meetings or clarify goals. Once you have accepted your mentee’s invitation, it is recommended that you use U.S. Bank internal vehicles to communicate.
Your First Meeting

- During your first meeting, you can help your mentoring relationship get off to a good start by reviewing his/her mentoring agreement. The mentoring agreement serves as the backbone for the mentoring relationship. It provides the framework for the scope of the relationship and acts as a contract between you and your mentee. The mentee creates the original version of the agreement, but you and your mentee negotiate the final draft of the agreement so that you both have input into the finished product.

- You can build trust during the first meeting by sharing your expectations and experiences and listening carefully. Learning about your mentee’s interests, work activities and duties, and his/her personality can help you establish a solid foundation upon which to build your relationship.

- Prepare for your first meeting by reading the First Three Meetings document and generating a list of both general and specific questions you want to ask. Consider these general questions:
  - How long have you been with the company?
  - Why are you interested in mentoring?
  - What are you looking for in a mentor?
  - What expectations do you have of a mentor?
  - What is it that you want to develop?
  - What is your preferred learning style?
  - What should I know about you that I would not learn from your mentoring agreement?
  - What challenges might we face in your development?
  - How should we address any challenges that arise?
  - What are your interests, hobbies, etc.?

Helpful Resources

There are many helpful resources for you as a mentor on the MentorConnect Web site.

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Once you have logged into the Open Mentoring site, you will see these resources again:

- **Skill Survey** – helps mentors determine what areas of expertise they could bring to a mentoring relationship
- **Learning Needs Survey** – helps mentees evaluate their strengths and areas for development
- **Newsletters** – monthly newsletters with new topics, tips and activities for mentoring
- **First Three Meetings** – outlines topics that are important to discuss when beginning a mentoring relationship
- **Characteristics Surveys** – a self-assessment to determine if you have the traits necessary to be a mentor or a mentee
- **Mentee or Mentor Guide** – self-paced workbooks that provide best practice guidance for participants. You will see the mentor-specific resources if you are signed up as a mentor, the mentee-specific if you are a mentee, and both if you are signed up as both.


Across the top of the site, there are site navigation and support options.

**Open Mentoring tab**
- Returns you to the main user home page
- Provides a summary of all active relationships
- Provides supportive resources

**Relationships tab**
- Provides a detailed status of all active relationships
- Allows you to enter into any active relationship
- Provides access to the journal function for each relationship

**Group Codes**
- Allows you to enter a group code to assume another role (mentor or mentee)

**My Account**
- View or update your profile information

**Print**
- Print the current screen
Support
- Submit any technical questions to the Support staff

Logout
- Click to securely end your session

Font Size
- Click the + or – buttons to adjust the font size for optimum viewing

Becoming a Mentee if You Are Already a Mentor
If you have already created a Mentor profile and would like to be a mentee, you can select the Group Codes option from the Open Mentoring tab. Enter the six-digit mentee group code, which can be found on the MentorConnect page, and select Submit. After you receive the message "Thank you your group code has been added." select the Relationships tab and "New…” or "Click here to start a new relationship." A new Relationship document will open. You can define your mentee development needs and select a mentor from the matched list.

Utilities
For each relationship, there are tools and resources to help you sustain a successful mentoring relationship. Click on the Relationships tab and click Enter Relationship to view the Utilities.

Click on each Utility title to access that specific resource.
Agreement

- Summarizes the components outlined for the particular mentoring relationship

Journal

- Record your thoughts and ideas
- Any notes you make in the Journal are viewable only to you

Messaging

- Post messages and topics to discuss with your mentoring partner
- View and make comments on any section of the mentoring agreement
- Review any system-generated emails that have been sent to you in the Project Inbox
- Note: Information in this utility is specific to each relationship and viewable only by the mentoring pair
Mentoring Advice

- Request help with relational issues and system use
- Provide as much detail and context as possible for your question, as this helps us answer accurately the first time
**Closing a Relationship**

When you and your mentee decide that you have met his/her mentoring goals, the mentee will log in to the Web site and formally close the relationship. You will receive an email confirming this action.

If you were unable to connect with your mentee despite repeated attempts and/or you and your mentee decide the relationship is not a good fit, you can close the relationship. To close the relationship:

a. Log in to the MentorConnect Web site.
b. Select the Relationship under Next Steps.
c. Select End.
d. Select Close Relationship.
e. Submit.

**Close Project:** end the relationship  
**Copy Project:** copy the outline of the relationship, then select a new mentor (for mentees)  
**Archive Project:** terminate the current relationship and save the relationship information  
**Delete Relationship:** terminate the relationship and all associated information.
Getting Started as a Mentee

Mentoring is not merely an altruistic endeavor – it can boost your career! Mentoring is a mutually beneficial process that positively impacts both mentees and mentors.

A recent study by Sun Microsystems found that mentees were five times more likely to be promoted than non-mentoring employees. Mentors were six times more likely to be promoted compared to non-mentoring employees.

Mentoring is a true win-win professional development opportunity.

**Getting started as a mentee is easy. Follow these simple steps:**

1. Decide if mentoring is right for you. Go to the MentorConnect Web site and select the Readiness Assessments link on the home page. Use these assessment surveys to determine your readiness to be an effective mentee and identify your learning needs. Two surveys are available:
   - **Mentee: Characteristics Survey** – Print and complete this survey to learn if you have what it takes to be an effective mentee. This readiness assessment describes effective and ineffective mentee characteristics. It also allows you to measure your own aptitude against these characteristics.
   - **Mentee: Learning Needs Survey** – Print and complete this survey to discover which areas of development would best suit your learning needs. This readiness assessment describes multiple learning needs areas for which you rate your effectiveness. This helps you pinpoint areas of development to focus your mentoring efforts.

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<td>Be an expert</td>
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<td>Identify initial learning goals</td>
<td>Know all of the questions they should ask</td>
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<tr>
<td>Seek feedback</td>
<td>Get things right the first time</td>
</tr>
<tr>
<td>Take an active role in their own learning</td>
<td>Fit all learning into one mentoring relationship</td>
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<tr>
<td>Initiate monitoring and closure sessions</td>
<td>Look to mentor for <em>all</em> answers about their work</td>
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<tr>
<td>Allocate time and energy</td>
<td>Be submissive in their relationship</td>
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<td>Follow through on commitments or renegotiate appropriately</td>
<td>Request personal counseling from the mentor</td>
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2. View the What to Expect documentation and Getting Started video. The video includes sound. However, if you have a computer without a sound card, you can read along with the written prompts.

3. If you decide to sign up as a mentee, you will need to create a profile and three-page mentoring agreement. This should only take 20-25 minutes.
   - Select the red User Login link on the MentorConnect home page.
   - You will be asked to enter an Employee ID and password. Enter your six-digit Employee ID number. Find your Employee ID in the upper left corner of your paycheck, above your address. Access your paycheck via Employee Self Service and follow this path: Self Service > Payroll and Compensation > View Paycheck. Your password is your own uniquely created password.
   - If you do not have a work email address, the email field will be blank. You may use a personal email address when completing your profile.
• While completing the fields in your profile, you will be asked for the mentee group code (refer to the MentorConnect page).

• The mentoring agreement consists of three pages and includes:
  o Competencies you’d like to develop
  o Duration of the relationship
  o Specific goals you would like to accomplish
  o Your preferred mentoring level

• Based on the competencies you want to develop and the level of mentoring you select, the system will suggest potential mentor matches. You can view each mentor’s bio to learn more about him or her. You can also use an advanced sorting feature which includes a key word search to look for a mentor with very specific characteristics such as location, line of business, certifications, and other demographic information.

• To get the most out of your mentoring relationship, choose a mentor outside of your business line. There is tremendous value in learning more about other areas of the company.

• Once you select a mentor to invite, the system automatically sends an email to that person asking them to respond to your invitation.

• Mentors will either accept or decline your invitation. Mentors should respond to your invitation within two business days. You will receive an automated email message notifying you of an accept or decline status.

• If your mentor accepts the invitation, you should contact your mentor and set up your first meeting. Mentors are expecting you to make the first step.

An important note about using the Web site for communication!
Participants feel the messaging and calendar capabilities on the Web site are somewhat cumbersome and not as efficient as using Lotus Notes or the telephone to schedule meetings or clarify goals. Once you have accepted your mentee’s invitation, it is recommended that you use U.S. Bank internal vehicles to communicate.

• To prepare for your first meeting, review the First Three Meetings document. This document provides the just-in-time tips you will need to help in your initial conversations with your mentor.

Mentee Responsibilities
• As a mentee, it is your responsibility to take ownership of your learning and development needs. You must assess your areas of strength and development needs so you can establish a mentoring agreement.

• The Web-based application provides mentees with potential mentors based on alignment of competencies, areas of expertise and learning needs. This does not mean that you have no role in determining the best mentor. You will still need to consider the characteristics of the mentors whose areas of expertise best match your learning needs.

• As a mentee you are expected to initiate and drive the relationship. This is your mentoring relationship and is focused on your development and learning needs. Therefore, you are in charge of ensuring that the relationship progresses appropriately and meets its ultimate goals.

• You are also responsible for extending and/or closing the relationship in the MentorConnect tool.
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- Provides a detailed status of all active relationships
- Allows you to enter into any active relationship
- Provides access to the journal function for each relationship

Group Codes
- Allows you to enter a group code to assume another role (mentor or mentee)

My Account
- View or update your profile information

Print
- Print the current screen

Support
- Submit any technical questions to the Support staff

Logout
- Click to securely end your session

Font Size
- Click the + or – buttons to adjust the font size for optimum viewing
Identify Potential Mentors

Once you have identified what you would like to develop and have completed your mentee Relationship, you will see the Identify Potential Mentors screen. The suitable matches will appear on the screen with the highest match percentages at the top. Click on a mentor's name to see their profile. If you would like to search for a specific mentor, select the + next to Advanced Sorting Options.

Advanced Sorting Options

You can use the Advanced Sorting Options to narrow your search to find a mentor in a specific business line, location, employee level, etc. You can also search for an individual mentor by typing their name in the Enter Keyword or Search field. If you are unable to find a mentor, it’s possible that the mentor does not have some of your specific profile criteria in their own profile criteria.
Becoming a Mentor if You Are Already a Mentee
If you have already created a mentee profile and would like to be a mentor, you can select the Group Codes option from the Open Mentoring tab. Enter the six-digit mentor group code, which can be found on the MentorConnect page, and select Submit. A blank Mentor Profile will open. You can define your Competencies, Mentoring Level, Professional Overview, and Job Specific information. You will then be added to the mentor pool for mentoring relationships.

Utilities
For each relationship, there are tools and resources to help you sustain a successful mentoring relationship. Click on the Relationships tab and click Enter Relationship to view the Utilities.

Click on each Utility title to access a specific resource.

Agreement
- Summarizes the components outlined for the particular mentoring relationship
Journal
- Record your thoughts and ideas
- Any notes you make in the Journal are viewable only to you

Messaging
- Post messages and topics to discuss with your mentoring partner
- View and make comments on any section of the mentoring agreement
- Review any system-generated emails that have been sent to you in the Project Inbox
- Note: Information in this utility is specific to each relationship and viewable only by the mentoring pair.

Mentoring Advice
- Request help with relational issues and system use
- Provide as much detail and context as possible for your question, as this helps us answer accurately the first time
Extending a Relationship
You and your mentor might decide that you would like to continue meeting longer than the duration you initially chose when you created your mentoring agreement. Extending the timeframe is easy:
   a. Log in to the MentorConnect Web site.
   b. Select the Relationship under Next Steps.
   c. Select the word Extend.
   d. Enter a new date and any comments.
   e. Submit.

Closing a Relationship
When you and your mentor decide that you have met your mentoring goals, or you have decided that the relationship is not the right fit for your learning needs, you will need to log in to the Web site and formally close the relationship. This is very important so that your mentor can be available to other employees and you can choose a different mentor.

To close the relationship:
   f. Log in to the MentorConnect Web site.
   g. Select the Relationship under Next Steps.
   h. Select End.
   i. Select Close Relationship.
   j. Submit.
Close Project: end the relationship
Copy Project: copy the outline of the relationship, then select a new mentor (for mentees)
Archive Project: terminate the current relationship and save the relationship information
Delete Relationship: terminate the relationship and all associated information.