How-To Create Your Mentor Profile

*Make sure you read the netiquette first before you register as a Mentor.*

1. **Adjust Your Personal AlumNode Profile**
   - Log-in to your account: www.alumnode.org
   - Add your *Current Organization and Professional Experience*
   - Update your data, is everything correct and up-to date?
   - Edit your Profile [here](#).

   ○ Scroll down to “Current Organization / Professional Experience” and add your affiliation (this will be shown in your Mentor profile)
Leave “End” open, if this is your current organization. You can add your past experience by clicking “add Professional Experience”.

2. **Open the Mentoring Tool**
   
   **Link:** [https://alumnode.org/mentoring/app/](https://alumnode.org/mentoring/app/)

   - Click on “I would like to become a mentor”

   ![Mentoring Tool](image)

   - Next, fill out the three mandatory fields
     - 1. About Me
     - 2. My Motivation
     - 3. Tags & Topics

   - Set your focus in the beginning: the first 24 words are shown in the preview, the rest will be displayed under “Mentor details”

   - For Tags & Topics please take a look at the list to see, what expertise is needed and get inspired:
     [https://docs.google.com/spreadsheets/d/1WcPMe5s2GRTw6taylXBoowavHiCCePVO5wZNKfoBRq8Q/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1WcPMe5s2GRTw6taylXBoowavHiCCePVO5wZNKfoBRq8Q/edit?usp=sharing)
3. Your Profile is Complete and Shown in the Mentor Overview
   Link: https://alumnode.org/mentoring/mentor/

   Overview including preview text.

4. Manage Your Profile and Availability
   (See screenshot to the right)
   ○ Define the number of Mentees you want to work parallely with naming the "Maximum Number of Mentees"
   ○ Want to take a break from mentoring?
     Deactivate your profile with “Hide profile in Mentor list”
   ○ Edit your Mentor profile whenever you like, adjust topics & tags anytime.
5. Manage Your Mentees

- Mentees apply with a profile to become your Mentee
- **Please Note:** You do not have to accept every request, if you don't think it is a fit
  
  - Please communicate transparently with each other
- Remember to set a limit of the number of Mentees you are able to handle at one time
- Once you have accepted a Mentee, you can
  
  - View your Mentee's profile and application
  - Set a common goal (incl. Timeline, rules, topics) for your mentorship
  - Plan a first session together
  - Use tools like zoom, google meet or others to make video calls possible
6. Be a Mentee Yourself!
   - Of course, you can be a Mentee at the same time. It is all about peer-mentoring and exchanging expertise at eye-level.
   - Applying: Now is the time to write an application to the Mentor you think fits your needs. Explain why you think this Mentor is a fit and what brings you to peer-mentoring (e.g. career strategy, from PhD to Professor, transition, etc.)
   - “Your Mentors” shows your open applications and would list your current Mentors, too.

7. Enjoy Your Time as a Mentor!
   Feel free to always contact us in case you have questions on the techniques and challenges of being a Mentor or need further advice!
   AlumNode - contact@alumnnode.org