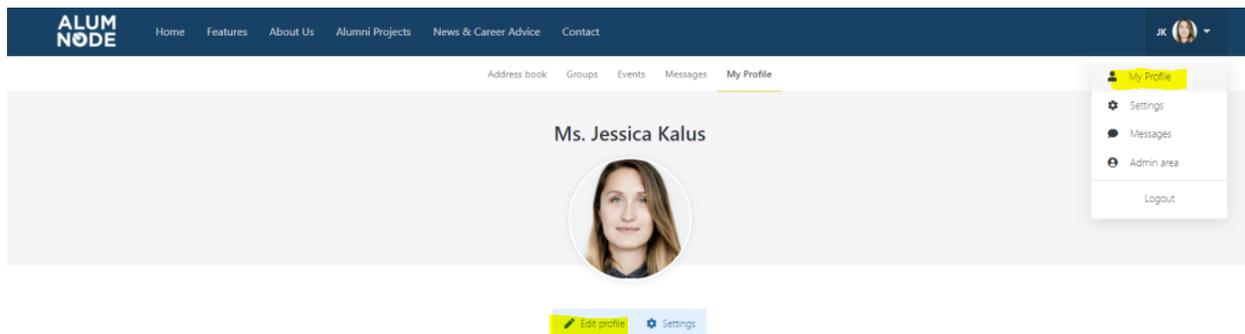


How-To Create Your Mentor Profile

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

1. Adjust Your Personal AlumNode Profile

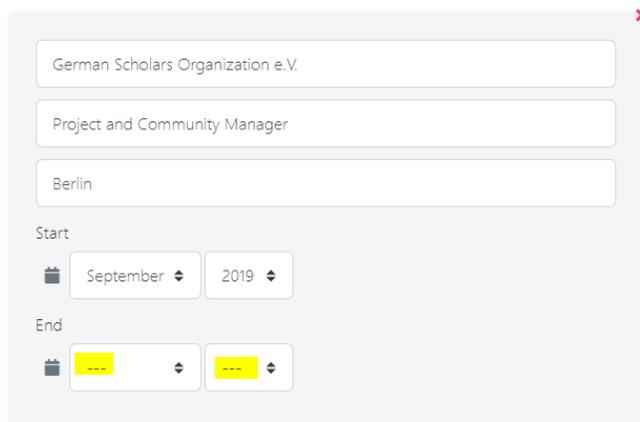
- Log-in to your account: www.alumnod.org
- Add your *Current Organization* and *Professional Experience*
- Update your data, is everything correct and up-to date?
- Edit your Profile [here](#).



- Scroll down to “Current Organization / Professional Experience” and add your affiliation (this will be shown in your Mentor profile)

Professional experience

+ Add professional experience



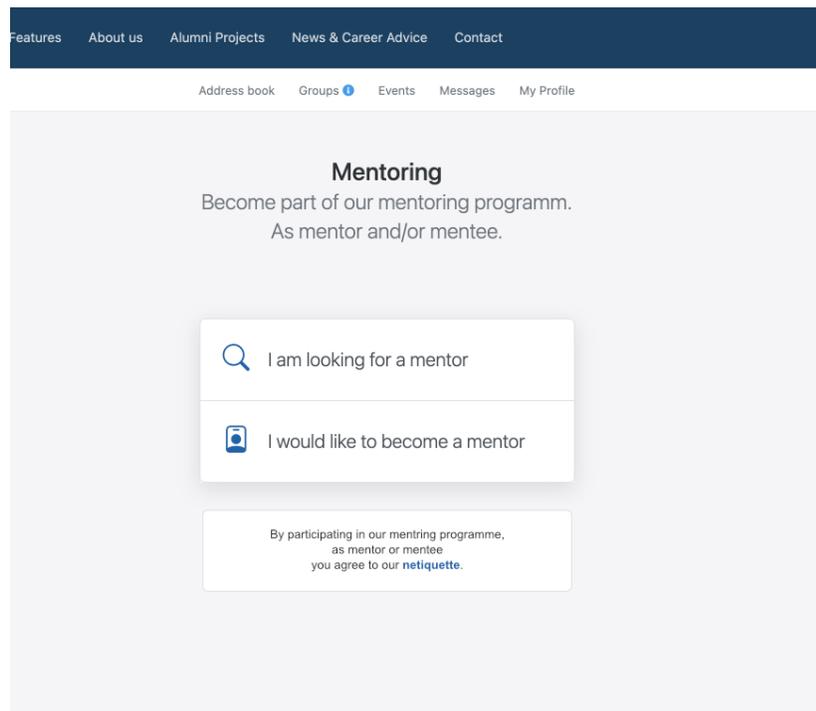
The screenshot shows a form for adding professional experience. It has a light gray background and a red 'X' close button in the top right corner. The form contains several input fields: a text field with "German Scholars Organization e.V.", a text field with "Project and Community Manager", and a text field with "Berlin". Below these fields, there are two sections for dates: "Start" and "End". The "Start" section has a calendar icon, a dropdown menu with "September", and a dropdown menu with "2019". The "End" section has a calendar icon, a dropdown menu with "--", and a dropdown menu with "--".

- 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/>

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

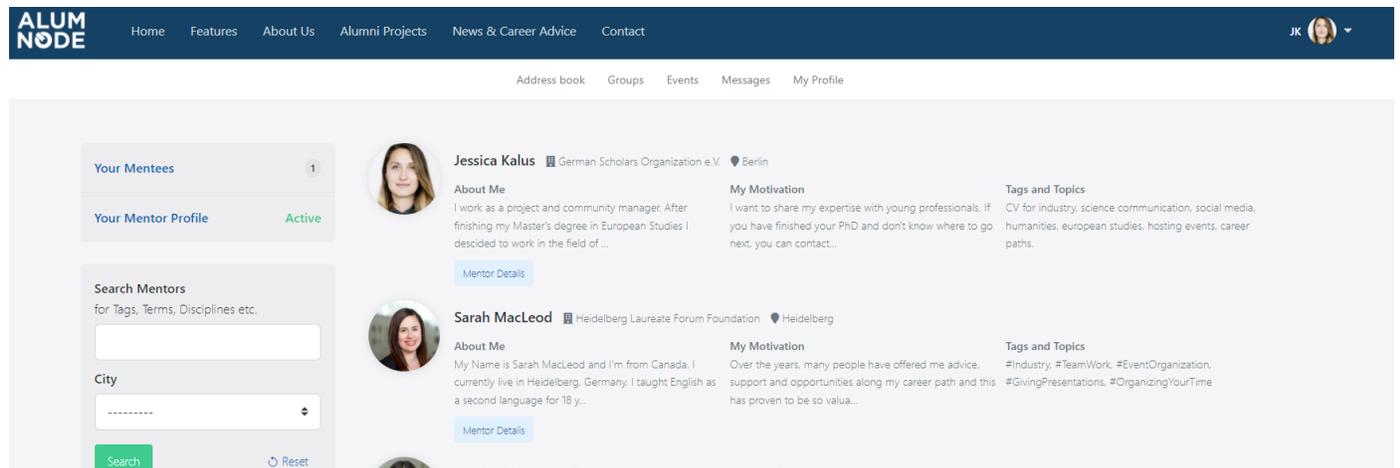


- Next, fill out the three mandatory fields
 - 1. About Me
 - 2. My Motivation
 - 3. Tags & Topics
- Set your focus in the beginning: the first 24 words are shown in the preview, the rest will be displayed under “Mentor details”
- For Tags & Topics please take a look at the list to see, what expertise is needed and get inspired:
<https://docs.google.com/spreadsheets/d/1WcPMe5s2GRTw6tavIXBuwavHiCCePVO5wZNKfoBRg8Q/edit?usp=sharing>

3. Your Profile is Complete and Shown in the Mentor Overview

Link: <https://alumnode.org/mentoring/mentor/>

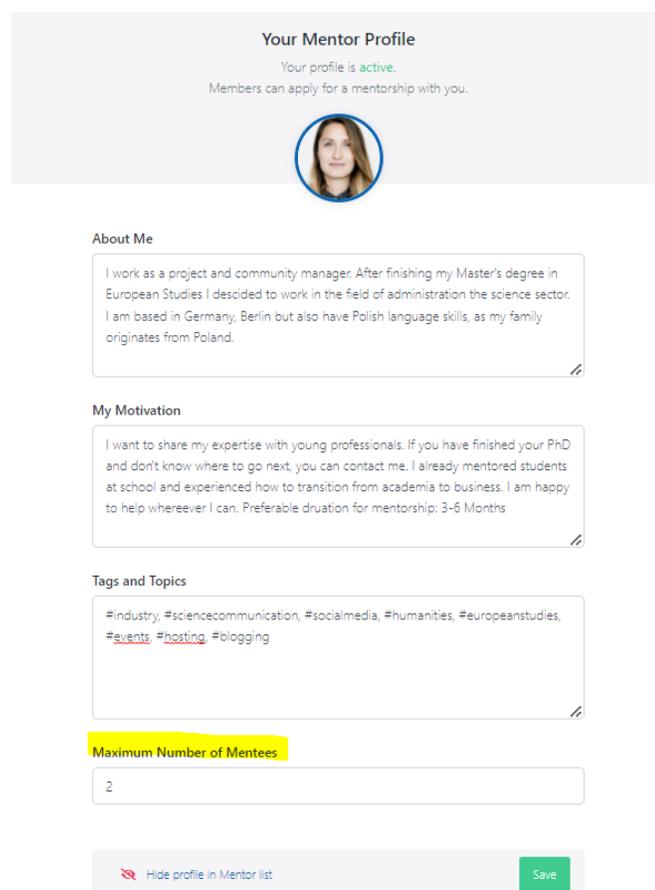
Overview including preview text.



4. Manage Your Profile and Availability

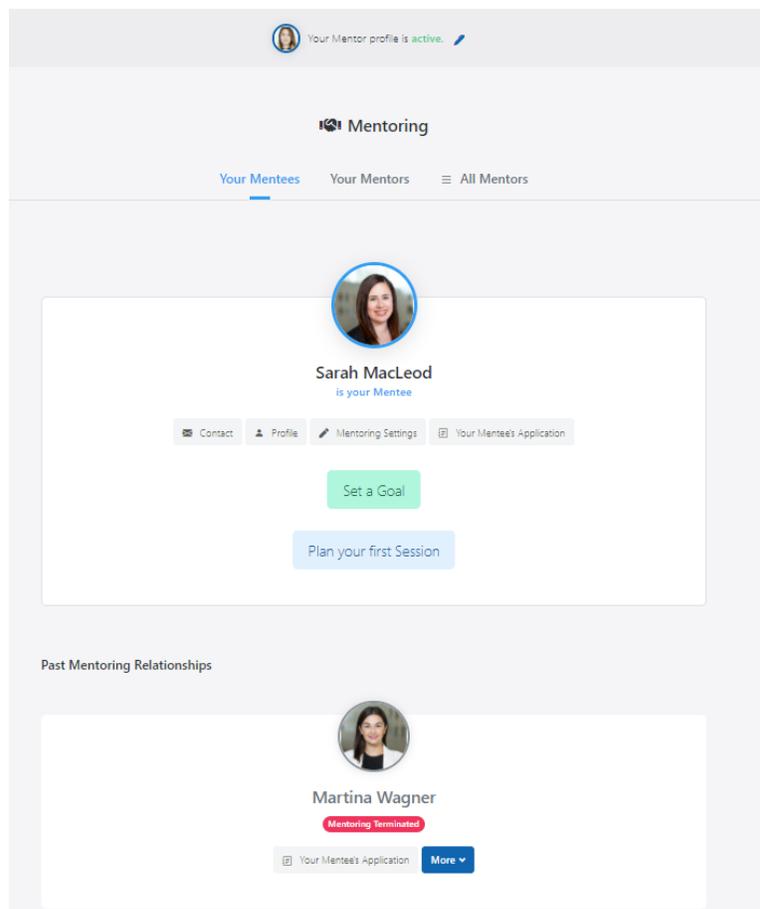
(See screenshot to the right)

- Define the number of Mentees you want to work parallelly 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.

Address book Groups Events Messages My Profile

 Your Mentor profile is **active**. 

Mentoring

Your Mentees **Your Mentors** ≡ All Mentors



Open mentoring application with **Martina Wagner**

 The Mentor has received your application and will reply soon

[View Application](#)



Open mentoring application with **Sarah MacLeod**

 The Mentor has received your application and will reply soon

[View Application](#)

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@alumnode.org