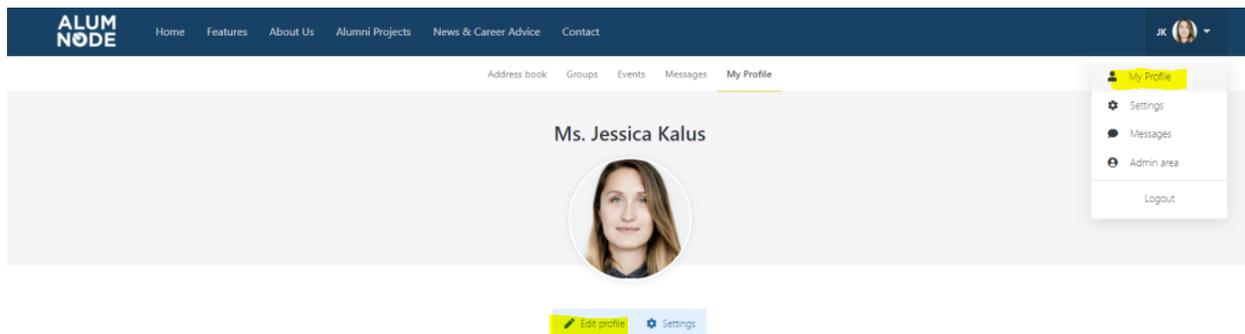# How-To Create Your Mentor Profile

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

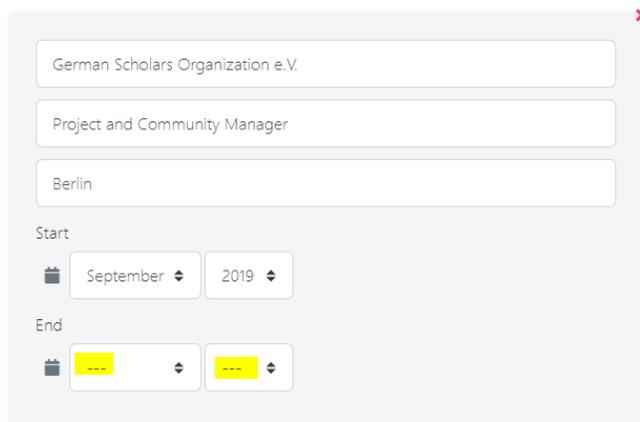1. **Adjust Your Personal AlumNode Profile**
   - Log-in to your account: www.alumnode.org
   - Add your *Current Organization* and *Professional Experience*
   - Update your data, is everything correct and up-to date?
   - Edit your Profile [here](#).

   - 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/

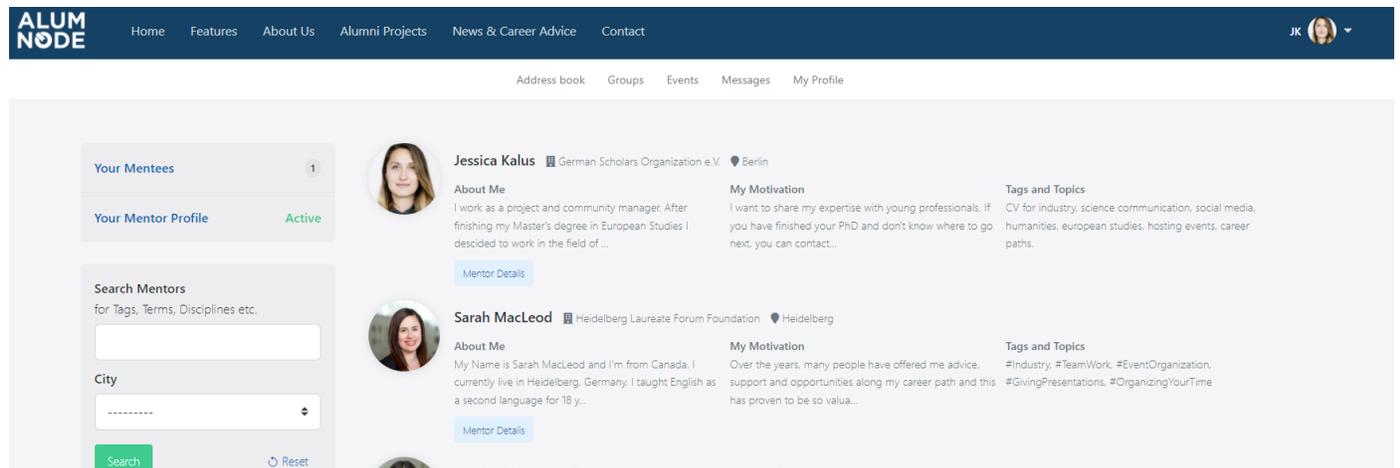   ○ Click on "I would like to become a mentor"
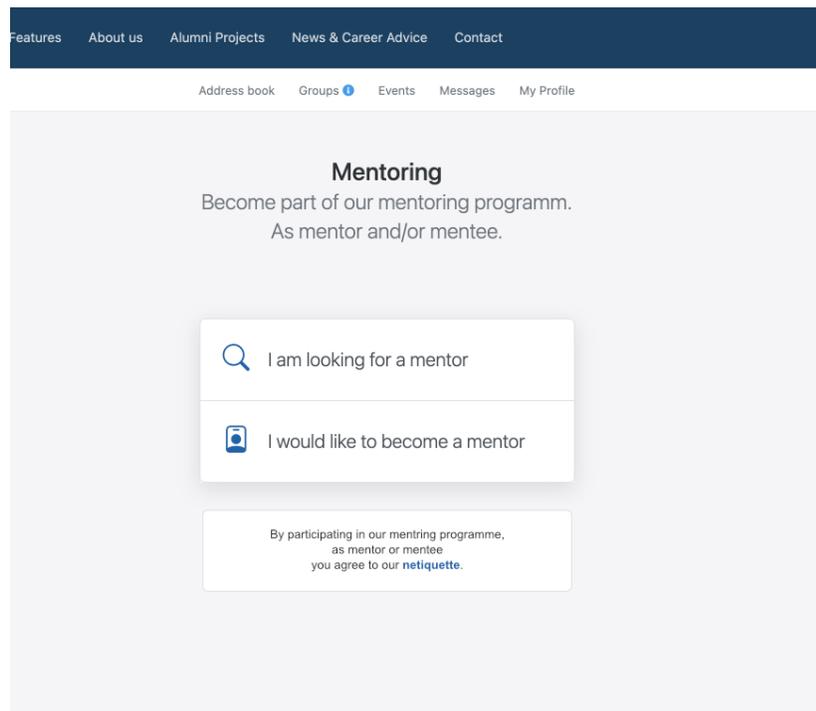
○ Next, fill out the three mandatory fields
   ■ 1. About Me
   ■ 2. My Motivation
   ■ 3. Tags & Topics

→ 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/1WcPMe5s2GRTw6tavIXBowavHiCCePVO5wZNKfoBRg8Q/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.
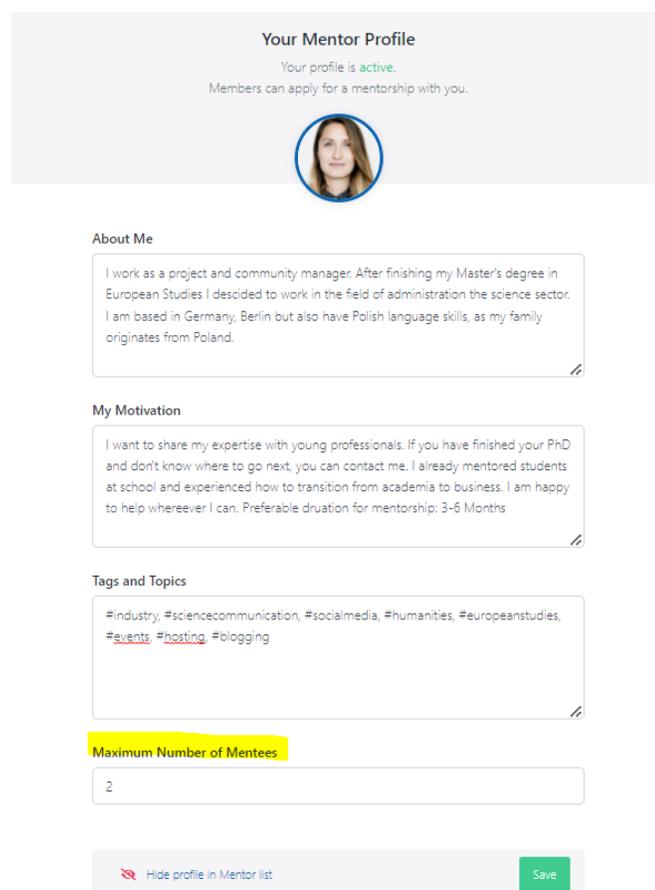
5. Manage Your Mentees

- ○ 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
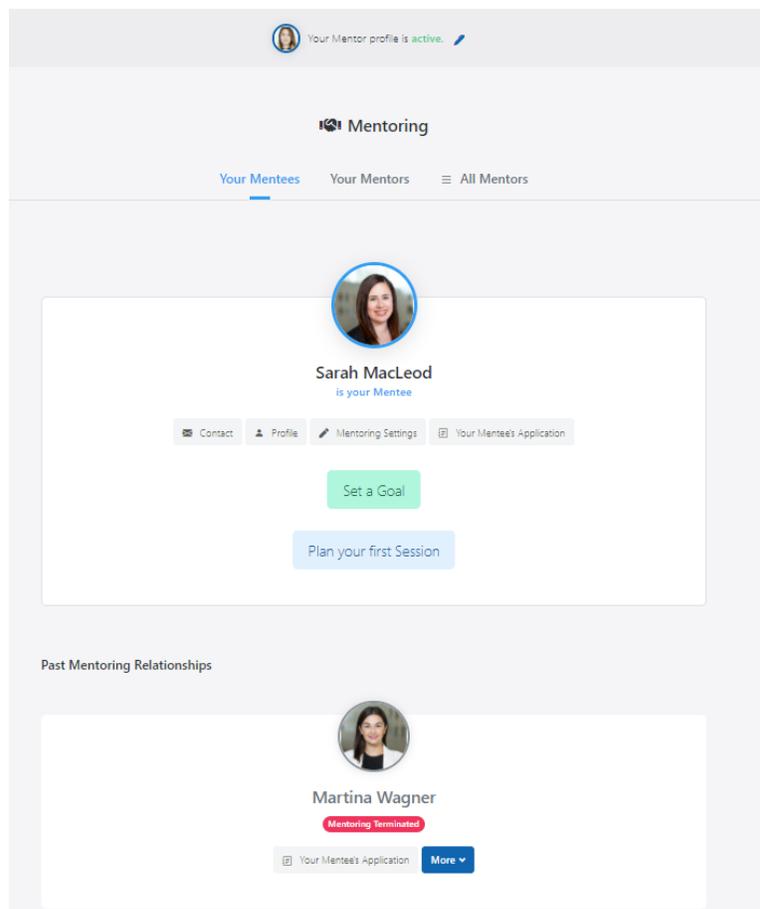
6. Be a Mentee Yourself!

- ○ 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@alumnode.org