

Leiden University Mentor Network

How to search for a mentor and/or send a mentoring request Quick Guide

Search for a mentor

To find a mentor you'd like to get in touch with, you don't have to go through all the available mentors on the Leiden University Mentor Network, scanning their profiles. Using the search filters and the keyword search makes it easy to find the mentor that you're looking for.

1. Log into mentornetwerk.universiteitleiden.nl
2. Click on the Search tab in the toolbar



3. Use the search filters or the keyword search to search among available mentors

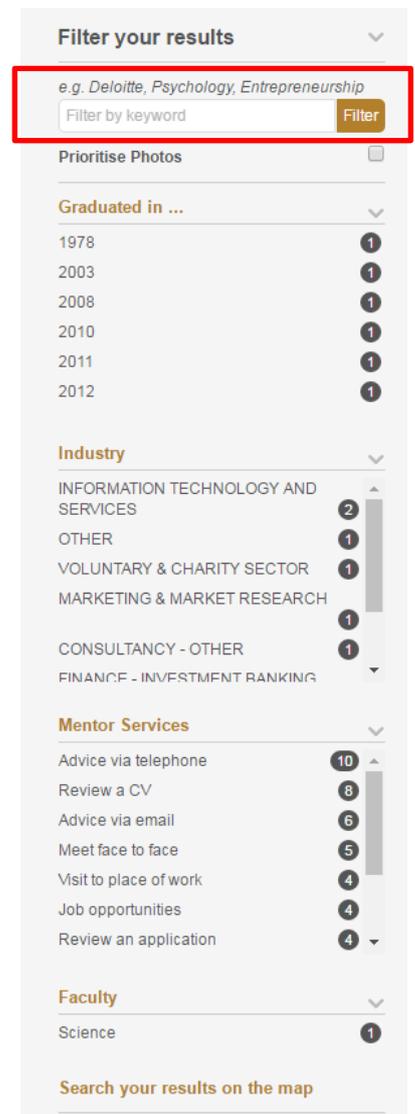
The search filters can be used by simply clicking the Industry, Mentor Service(s) or Faculty you're interested in.

You can use the *keyword search* to filter on terms that are not available in these filters. For example study, organization name, field of expertise or location. Simply enter a term, and the system will show you the mentors that have this term mentioned somewhere on their personal or mentor profile.

Please note: You need to enter the entire word (i.e. Psychology). The search filter doesn't work on parts of words (i.e. Psych).

Searching on more than one term at a time is possible by using a comma to divide them (for example *Law, Marketing, Leiden*). But if you enter more than one term, the results contain only the mentors that have all these search terms mentioned on their profile.

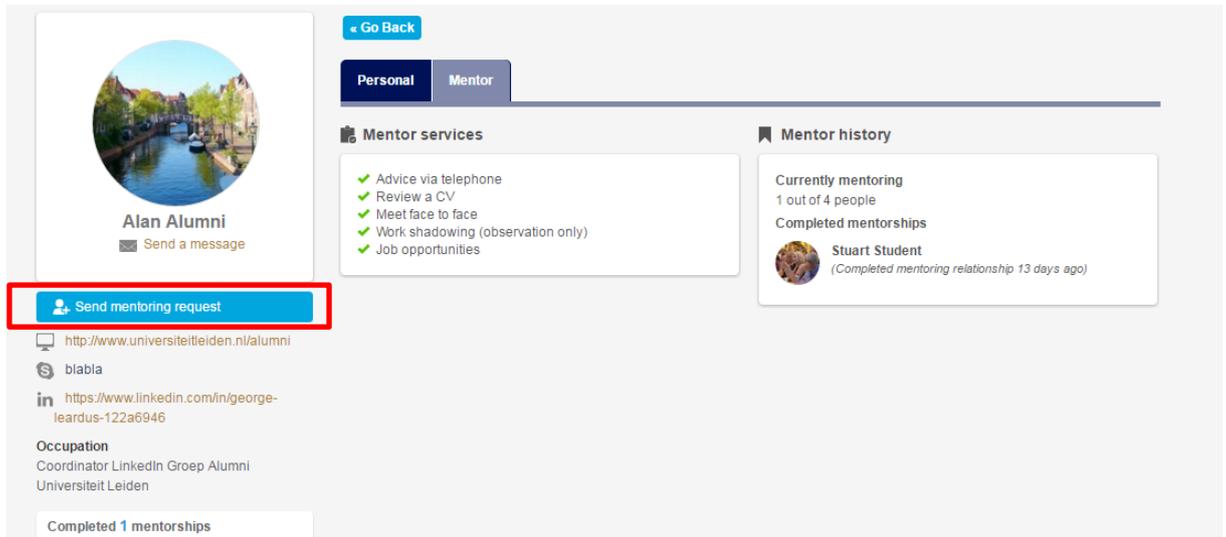
Please note: If people filled out their profile in Dutch, you won't find them using English search terms in the keyword search (and the other way around). It might be good to first search on English terms and then on Dutch terms to make sure you find all the mentors that might be interesting for you.



Sending a mentor request

In case you've found a mentor that you'd like to get in touch with, you can contact him/her through the mentor network by sending a mentor request. We recommend to always explain why you would like to get in touch. This increases the chance for the request to be accepted.

1. **Open the profile of the mentor**
2. **Click on the blue button below the profile picture saying 'Send mentoring request'**



The screenshot shows a user profile for 'Alan Alumni'. The profile includes a circular profile picture of a canal scene, the name 'Alan Alumni', and a 'Send a message' button. Below the profile picture is a blue button labeled 'Send mentoring request', which is highlighted with a red rectangular box. To the right of the profile, there are two tabs: 'Personal' and 'Mentor'. The 'Mentor' tab is active, showing 'Mentor services' with a list of four items: 'Advice via telephone', 'Review a CV', 'Meet face to face', 'Work shadowing (observation only)', and 'Job opportunities'. To the right of the services is a 'Mentor history' section with two sub-sections: 'Currently mentoring' (1 out of 4 people) and 'Completed mentorships' (Stuart Student, Completed mentoring relationship 13 days ago). At the bottom of the profile, there are links for a website, a social media handle 'blabla', and a LinkedIn profile. The 'Occupation' is listed as 'Coordinator LinkedIn Groep Alumni Universiteit Leiden'. At the very bottom, it says 'Completed 1 mentorships'.

3. **Complete the mentor request form**

Choose the mentor services that you're interested in (required), indicate a topic of interest (not required) and add some background information about yourself and the reason you contact the mentor (required).

If you want to, you can already add your CV or some other attachments that might be relevant.

Mentor request

To Alan Alumni

Mentor request

Select from available mentor services

Advice via telephone Review a CV Meet face to face Work shadowing (observation only)

Job opportunities

Indicate some topics of interest

Starting a Career

Career Advancement

Introduce yourself

Give a little background about who you are and what you are looking for in a mentoring relationship.

Add Attachments

Type your message here

Cancel Send

4. Hit the send button and wait for response

Please note: You'll receive an email notification when the mentor has responded to your mentor request. You can change the email settings on your personal profile under 'Email/Web', but we advise you to leave the e-mail notifications on. This because otherwise you'll have to actively visit the mentor network regularly to see if there are any messages for you and it's easy to forget this.

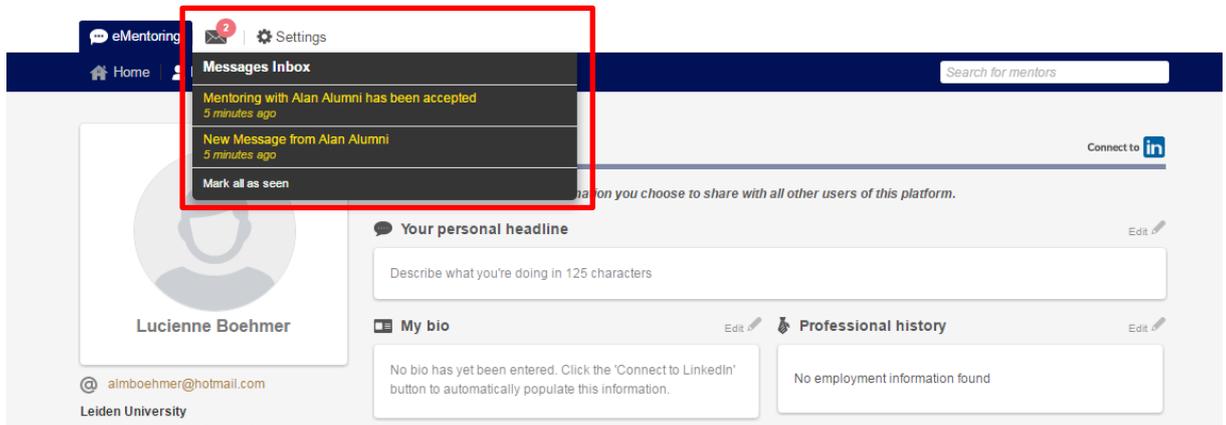
5. Cancel/retract a request

It's possible to cancel a request as long as it has not been accepted or declined. To do this you visit the mentor profile of the mentor you sent the request to. Below the profile picture (where it used to say 'Send mentor request') you will now see an orange button 'Mentoring request pending (retract)'. Click this button and the request is immediately cancelled/retracted. The mentor receives a notification of this.

Mentor request accepted

1. If the mentor has accepted you're request, you will see a notification in the Messages Inbox in the toolbar.

Click on the envelope to see the notifications.

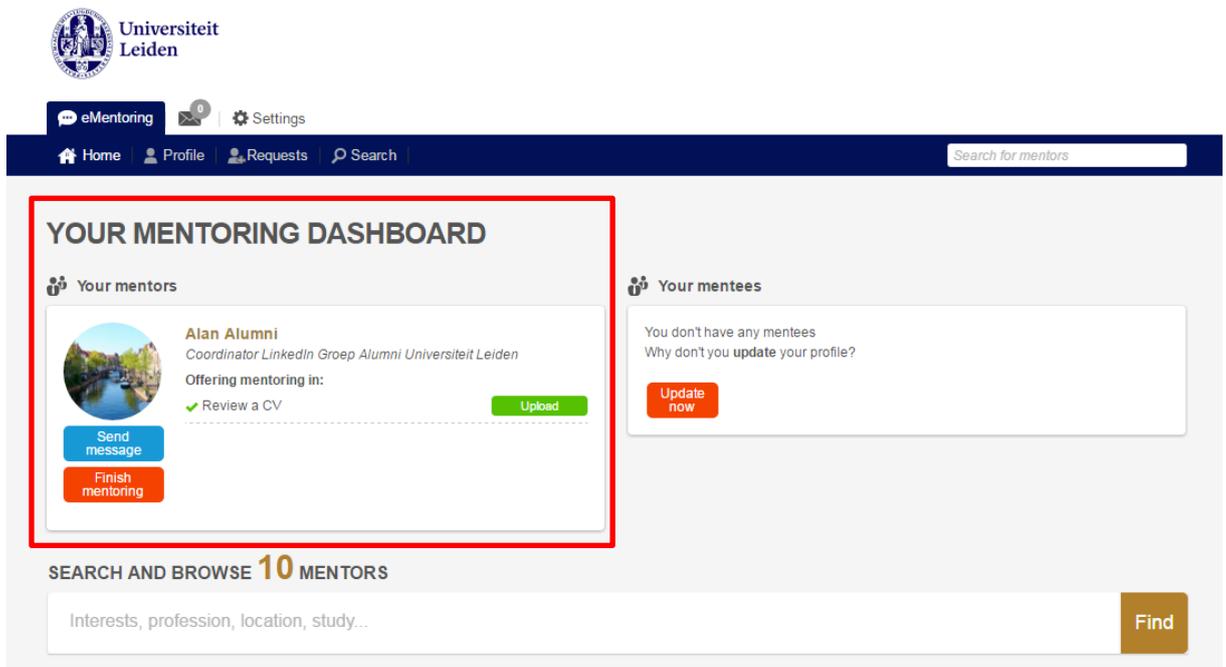


2. Click on the notifications to open them

Clicking on the *Mentoring* notification (saying that the mentoring is accepted) will bring you to the profile of your mentor. Below the profile picture you'll now see a green button stating that he/she is your mentor .

Clicking on the *New Message* notification will show you the message your mentor has sent you.

3. On the Homepage you'll now see your mentor mentioned on top of the page



4. Use the blue 'Send message' button to contact your mentor

As a mentee you're expected to take the initiative in first contact. We advise you to contact your mentor as soon as possible. Together you can discuss what to expect from each other in this mentoring relationship.

It's up to you to decide if you keep using the messaging option within the mentor network, or if you exchange contact details and maybe even meet face to face.

5. Use the red 'Finish mentoring' button when your mentoring relationship has ended

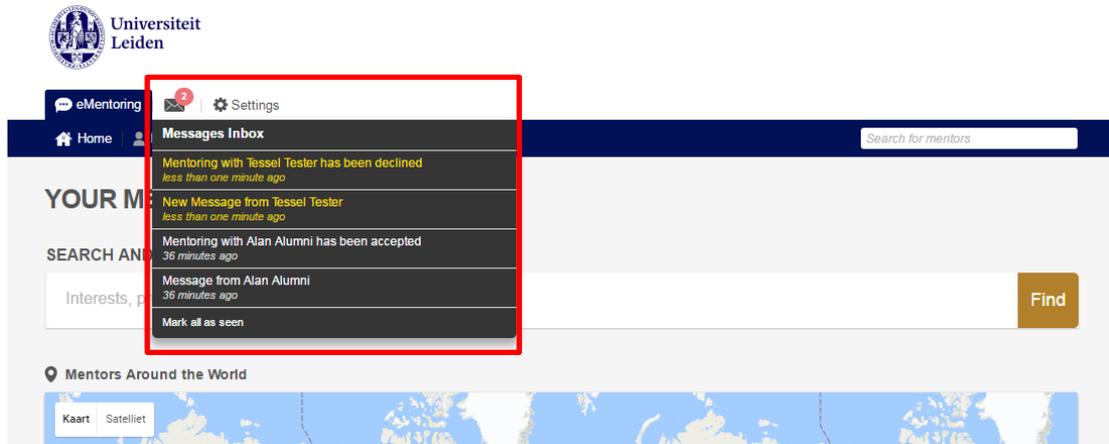
Your mentor has mentioned a maximum of mentees on his/her profile, and by finishing a mentorship when it has ended, the availability is updated.

The mentorship will also disappear from your mentoring dashboard/homepage.

Mentor request declined

1. **If the mentor has declined your request, you will see a notification in the Messages Inbox in the toolbar.**

Click on the envelope to see the notifications.



2. **Click on the notifications to open them**

Clicking on the *New Message* notification will show you the message your mentor has sent to you. You may consider to respond, thanking him/her for the effort to review your request. Even though you may be disappointed, don't get rude to the mentor. Mentors are not obliged to accept a request and they might have a good reason not to do so.

Clicking on the *Mentoring* notification (saying that the mentoring is declined) will bring you to the profile of your mentor.