Mentor Selection Timeline

• **Friday, October 16:** Last day for alumni volunteers to complete UCLA ONE account registration and “UCLA Alumni Mentor Program” sign-up

• **Saturday, October 17:** Students in the UCLA Alumni Scholars Club begin registering and selecting a mentor
  - **FUN FACT:** The UCLA Alumni Mentor program was first launched by the UCLA Alumni Scholars Club. As such, we like to honor the UCLA Alumni Scholars by allowing students to have early access to the mentor program

• **Monday, October 19:** All UCLA students can begin registering and selecting a mentor

• **Sunday, October 25:** Final day for UCLA students to select a mentor
How is the mentor match made?

1. Starting October 17, students will have an opportunity to join the UCLA ONE community to search for their UCLA Alumni Mentor
   • Students will search the list of available mentors by major, company, name or location

2. Once a student finds a mentor, they click “Request Mentorship” on the mentor’s profile to send a request to their selected mentor

3. You will receive an email* from UCLA ONE indicating that a student has requested you as their mentor with the subject line “[Student name] has made a mentoring request”

*Note: The message will be sent to the email address connected to your LinkedIn account, Facebook account, or email address you provided when registering for UCLA ONE.

Help students find you: Include information in your profile “summary” about why you want to be a mentor!
Confirming your mentee

1. From the mentor request email, click the “Accept/Reject” Button OR log in to your UCLA One account directly at www.uclaone.com

2. Click the envelope icon located on the upper right corner of your account

3. Click on the “Mentoring Request” tab

4. Click “Accept” in the bottom right-hand corner

Note: Receiving a mentor request from a student means that they really want YOU to be their mentor. We expect that mentors will accept this request. If for some reason you are unable to accept a mentor request, please contact our office at (310) 825-8736 to discuss how to communicate this with the student.
How do I contact my mentee?

1. Click on the “You” tab to go to your profile

2. Under “Mentoring”, hover your mouse over your mentee’s image and Click on the mentee’s name

3. You will then be redirected to your mentee’s profile. Click “send message”

4. A message screen will appear. Type your message and click “send”

5. A confirmation screen will appear noting that the message has been sent

You will continue to use the above process to contact your mentee throughout the UCLA Alumni Mentor Program
Turning off your willingness to mentor
(Steps to complete once you’ve reached your mentor capacity)

To ensure optimal success, we recommend that volunteers take 1-2 mentees.
Please follow the steps below to “turn off” your status as a mentor volunteer once you have reached your limit.

NOTE: If you do not complete this step students may continue to contact you for mentorship

1. Click on the “You” tab from the top toolbar
2. Click “Update your profile”
3. Unclick the “UCLA Alumni Mentor Program” box, under Willing to help section
4. Click “Update”
5. A green checkmark will confirm the update

5. Click “I’m done updating” in the upper right-hand corner.
6. You will be redirected back to your profile
   • Under “recent activity” you will see a profile change confirming that your willing to help status has been updated
Best Practices for Mentorship

• **Maintain your connection**: Students and mentors are expected to check in with one another on a regular basis, typically 1-2 times per month.

• **Remain Active**: We understand that you are busy in both your professional and personal life. Please respond to your mentee’s correspondence in a timely and professional fashion as this is an important part of fostering a positive mentor relationship.

• **Get Involved**: Mentors and students are invited to a variety of on campus, regional and virtual events throughout the year to network and socialize. We hope you’ll join us as often as you can!