



MentorMe

MATCHING

GUIDE

In our Matching Guide, you'll find everything you need to know about the matching process, how to get a successful match, and how our software works.



www.mentorme-ngo.org

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Becoming a mentee

Registration

We are delighted that you have chosen MentorMe! Now you are a mentee and part of our great community! Please register a new account on the matching platform using the link you received from us: <https://mentorme-matching.mentorme-ngo.org/>

Fill out your mentee profile

First click on your mentee profile to complete it: The more detailed your profile is, the better your matching will be. Your information about your place of residence, your employer and your professional position, as well as the two free text fields, are not included in the matching algorithm, but are of course very relevant because they provide your future mentor with information about you as a person. You are also welcome to upload a photo of yourself to make your profile more personal. On the next page you will find further help for filling out your profile.

Start the matching process

Once you have filled in all the fields in your mentee profile, please click on **save**. Then return to the start page and press the button **Start Matching**: You get 3 mentors to choose from, who will be reserved exclusively for you for 48 hours. You can click on each mentor profile and take a closer look.

Have you decided on a person? Then accept the mentor. Your mentee profile will now be sent your chosen mentor by the platform. The person you have selected has a total of 72 hours to respond to your request. If your request is accepted, we will match you as a team. You will then receive all further information and your contact details by email. At MentorMe, the mentees are expected to take on a proactive role and contact the mentor first. It is therefore best to suggest 3 potential dates for your first session directly after the match to your mentor.

If the person you have requested does not respond to your proposal, their mentor profile can be suggested to you again when you restart the matching process. If your request is rejected, you can no longer be suggested to each other. The same applies if you reject a mentor.

Your desired mentor was not yet included? Then simply click on "reject" for all mentor profiles. You can then adjust your profile and/or (directly) start the matching process again.

Please note that all mentor profiles that you rejected can no longer be suggested to you.

How to complete your Mentee profile

Part 1 of your mentee profile:

Place of residence, professional position, employer

Your details about your place of residence, your employer and your professional position, as well as the two free text fields, are not included in the matching algorithm, but are of course very relevant because they provide your future mentor with information about you as a person.

The free text fields:

What is important for collaborating with your mentor?

Why do you want to be a mentee?

Although the free text fields do not influence your mentor, they are nevertheless a core element of your profile. This is how you show the mentor who you are and what you want to achieve through mentoring.

About the mentor's gender & background:

The answers to these questions have a major influence on the matching algorithm. So really think about how important these factors are to you, because selecting gender and a certain background will limit your matching result. This can lead to a very accurate result, but also excludes many very good mentor profiles that do not exactly match your specifications.

Question about your professional activity:

How long have you been working?

Every mentor suggested to you has at least five years more professional experience than you. The area in which you would like to develop further is particularly important. Have you been working in one area for 10 years and want to take the next step? Then indicate that you have been working in this area for 10 years. Or are you looking for a completely new direction, but already have 10 years of professional experience in a completely different field? Then you can even enter the current year. This will give you an even wider range of mentors who are familiar with your new desired job or industry.

Question about the job and industry of your desired mentor

These answers also have a strong impact on the matching algorithm. Therefore, think carefully about whether a certain job AND a certain industry are important to you or whether one of them is even less relevant. The more precise you make your mentee profile, the more accurate the result will be.

Matching Q&A

Can I find a mentor who lives in the same city as me?

We do not match on the basis of place of residence in order to guarantee a result that is as accurate as possible. This is because matching by place of residence severely limits our search options. If a mentor in your area is important to you, please send an e-mail to matching@mentorme-ngo.org

We will then consider together what we can do.

Why is it important when I started working?

Every mentor suggested to you should have at least five years more professional experience than you. The area in which you would like to develop further is particularly important. Have you been working in marketing for 10 years and want to take the next step? Then indicate that you have been working in this field for 10 years.

Or do you want to reorient yourself in the field of coaching, but already have 10 years of professional experience in a completely different field? Then you can even enter the current year. This will give you an even wider range of mentors who are well versed in the field of coaching.

I have received three mentor profiles, but I am not yet satisfied with the result. What can I do?

It's no problem at all if your desired mentor was not yet included. Simply click on "reject" for all mentor profiles.

You can then adjust your mentee profile again and/or (directly) restart the matching process. Please note, however, that all mentor profiles that you reject can no longer be suggested to you. If you need support, please contact the our Community Management at matching@mentorme-ngo.org

The mentor I requested has declined or not responded. What should I do?

No problem! We have so many great mentors in the pool that we sure can find you another great match. Please start the matching process again. If the mentor you have already requested has not responded to your proposal, they will be shown to you again (so you can either accept the profile again or reject it). If the mentor you have already asked has rejected your proposal, he/she will no longer be proposed to you.

I am not satisfied with my match. What can I do?

If you realize during one of your mentoring sessions that you are not an ideal mentoring team, no problem! Simply contact our Community Management as soon as possible at matching@mentorme-ngo.org so we can find you a new mentor.

Matching algorithm

We often receive questions about how the matching algorithm actually works. This sheet explains our algorithm in a nutshell.

This is how it works

Our software works with an algorithm. This means that the software takes information from your profile, compares it with other profiles and identifies potential matches. It presents these to you and you can decide who is a good match for you.

Important questions for the algorithm

These questions in your profile are of great importance to the algorithm when it comes to determining matches:

- In which field of activity would you primarily like to develop further and be supported in mentoring?
- In which industry would you primarily like to develop further and be supported in mentoring?
- For which areas are you looking for supportive mentoring?

Questions weighted less by the algorithm

These questions are less important for the algorithm:

- What other areas of activity are interesting for your professional career?
- Which other sectors are interesting for your professional career?
- What should the mentoring atmosphere be like?

Questions to exclude certain matches

You can use these questions to exclude certain people from matching with you:

- Which gender should you identify with?
- In which languages can your mentoring take place?
- Do you prefer a mentor with one of these backgrounds?
- How long have you been working? Indicated mentors always have at least 5 years more professional experience

The matching score

Our algorithm determines a maximum score of 16500, which quantifies your match.

Despite the score, take a good look at the profile of your potential matches, because in the end you decide who suits you.

Please note: The other questions (age, place of residence, free text fields, etc.) are not included in the algorithm, but will be displayed to your selected mentor.