

Your Mentoring Program - powered by MentorcliQ

Create Your Profile

Creating a new profile in the MentorcliQ software is easy and intuitive. The steps below outline the process of creating a profile and can be completed in 5 minutes or less.

You will receive an email with an encrypted link to your account to register. Create and confirm a password to log in. Click **Save and log in**. Select **Complete your Profile** to get started.

1 Enter Information About You

Enter some basic information. Boxes with an * are required.



2 Take the Visual Personality Survey

The Visual Personality Survey consists of 10-questions.

Select the image you most identify with.



3 LinkedIn Import

Quickly create a link to your work history and professional experiences on your LinkedIn profile.

Select **Connect your LinkedIn Profile**.

If you have a LinkedIn profile, we can import your professional

[Connect your LinkedIn Profile](#)

[Skip this step](#)

Note: you will need to enter your LinkedIn password to complete the import

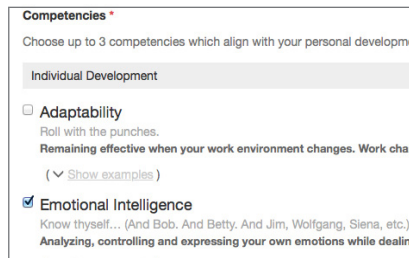
4 Select your Personal Preferences

Mentors:

Tell us what you're great at.

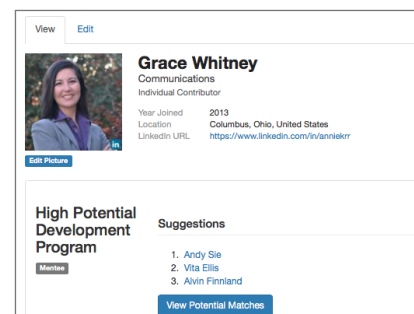
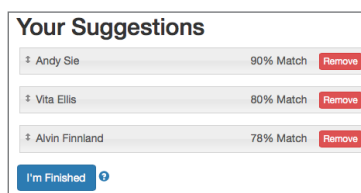
Mentees:

Tell us what you'd **like** to be great at.



5 Suggest a Match

Let your administrator know who your preferred matches are. When you're finished, suggestions show up on your profile.



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Manage Your Account

Once you have a profile created, you will be automatically routed to your the home page when you log in.

The navigation bar from your Home Page gives you the option to view program information, account information and videos and documents in the Resource Library.

My Programs

From the **My Programs** page, you will be able to view the programs you are currently enrolled in, along with a description of the program.

Milestones	Responsible	Due Date	Action
Program Milestones			
Program Orientation Complete a 30-minute webinar about the mentoring program.	Andy Sie	Dec 21st, 2015	Mark as Complete
Relationship Milestones with Cody Miesse			

Milestones

Milestones act as the completion of an action or event. Any milestone associated with the program you are in will be listed under the program description along with a due date. New milestones will appear for each relationship you have in the program. Some common milestones include filling out the Partnership Agreement Form, and the Mid-Cycle Check-in.

Click the **Mark as Complete** action button to change the status to *complete*.

Program Milestones	Responsible	Due Date	Action
<input checked="" type="checkbox"/> Program Orientation Complete a 30-minute webinar about the mentoring program.	Andy Sie	Dec 21st, 2015	Mark Incomplete

QuickcliQ Surveys

Periodically, you will receive a QuickcliQ Check-in via e-mail.

The QuickcliQ Check-in will prompt you to enter the number of hours you spent on program activities during the period, and to select the area(s) of focus. You'll also have an opportunity to check off any milestone you completed.

Click **Submit Survey**.

High Potential Development Program QuickcliQ

November 2015

Group: Susan Derrick, Jon Baranski

How many hours did you spend? *

Total time spent includes (meetings, emailing, researching, etc.)

Competencies

Which topics did you focus on?

- Individual Development (Adaptability, Emotional Intelligence, Communication)
- Career Development (Career Management, Business and Industry Awareness, Strategic Thinking)
- Collaboration (Building Collaborative Relationships, Organizational Savvy)
- Leadership (Empowering and Developing Others, Leadership Development)

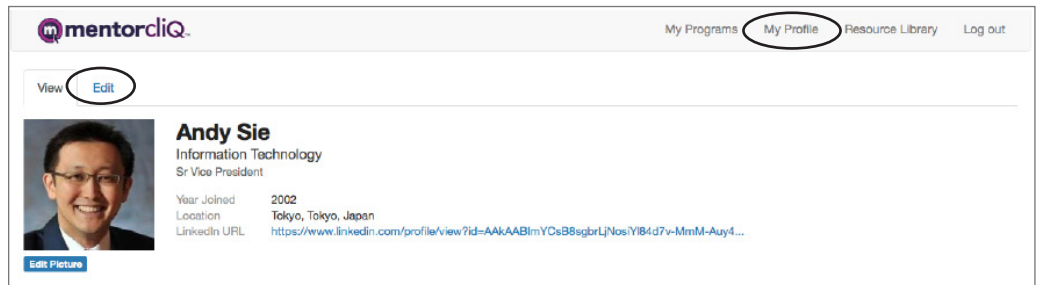
Other Competencies not covered above:

Note: Program hours may include time spent in preparation for a meeting, gathering information, or working towards a specific goal in addition to actual meeting times.

My Profile

View and edit information about your profile or user account from **My Profile**.

Profile and Account information can be changed by selecting the **edit** tab.



Information about you can be edited in the **Edit** tab, **Profile** page.

Click **Save Profile** to save changes

Account information (passwords and email) can be edited in the **Edit** tab, **Account** page.

Resource Library

The Resource Library offers helpful videos and documents.

Click on Resource Library from the navigation bar at the top of the page.



There are 2 sections:

1. The *Program* section, containing resources about the successful start of a mentoring program, including a list of **Getting Started** questions.

2. The *Relationships* section, which focuses on specific pieces of the sponsorship/protege process, such as the **Partnership Agreement** and **Mid-Cycle Check-in** forms.