

Mentorship Profile Guide

Centres of Excellence, Public Service Commission

This guide is for assisting users of the Mentorship website in updating their profile and joining programs.

Last revised: July, 2020

Last reviewed: July, 2020

Next review: March, 2021

Joining Mentorship as a First-time/New User

1. When you first login, you will see the following screen:

Government of Saskatchewan
Government of Saskatchewan
Corporate Mentorship Program

Step 2: Create Profile

Create Account Create Profile Edit Competencies Program Consideration Finish

Personal Information

Age Range Please select *

Gender Please Select: *

Current Position *

Location Please Select *

Work/ Career Accomplishments To-date

Other Post-Secondary Education

Corporate Values

2. Fill out that page to the best of your ability. Please ensure to answer all fields.
3. For all fields below the "Corporate Values" banner at the bottom of the screenshot, make sure they are filled out. These fields help the Talent team with the matching process.
4. The next step is "Competencies". These are helpful to fill out, but do not impact matching at this time. They can be useful during the partnership process.
5. In the final step, you select the programs you wish to be a part of. You will want to select the current program/year.

Step 4: Program Consideration

Create Account Create Profile Edit Competencies Program Consideration Finish

Please select the role(s), if applicable, within the program you would like to participate in.

2018 Corporate Mentorship Program

Join as a mentor in this program.

Join as a mentee in this program.

2019 Corporate Mentorship Program

Join as a mentor in this program.

Join as a mentee in this program.

2020 Corporate Mentorship Program (NOT YET OPEN)

Join as a mentor in this program.

Join as a mentee in this program.

6. The final step will ask you to click the "Finish Registration". Do so, and you should be presented with the user console.

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Joining a New Program as an Existing User

1. Login to Mentorship. The first screen you see should be your User Console.

Government of Saskatchewan

Government of Saskatchewan
Corporate Mentorship Program

USER CONSOLE MENTORING BLOG CORPORATE MENTORSHIP PROGRAM CALENDAR

My Current Partnerships Current (1) Past (1)

Started: 14 November 2019
Delivery Partner: 2019 Corporate Mentorship Program

EDIT PROFILE

My Programs **Modify**

- TEST PROGRAM - Do Not Use (mentor and mentee)
- 2018 Corporate Mentorship Program (mentee)
- 2019 Corporate Mentorship Program (mentor)

My Files + Add A File

Name	Description	Date	Actions
Mentorship Action Plan	Mentorship Action Plan	5/16/2018	
Mentorship Approval Form Abdullah	Mentorship Approval Form	5/16/2018	

2. Click the "Modify" button, as highlighted above. You should see the below screen.

Program Participation

Please select the role(s), if applicable, within the program you would like to participate in.

2018 Corporate Mentorship Program

Join as a mentor in this program.
 Join as a mentee in this program.

2019 Corporate Mentorship Program

Join as a mentor in this program.
 Join as a mentee in this program.

2020 Corporate Mentorship Program (NOT YET OPEN)

Join as a mentor in this program.
 Join as a mentee in this program.

TEST PROGRAM - Do Not Use

Join as a mentor in this program.
 Join as a mentee in this program.

Reevaluate Eligibility * **Save** Cancel

3. Look for the most recent program, in this example being the 2020 program. Use the checkboxes, highlighted in red, to join as either a mentee or mentor, or both.

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- a. If you do not see the program, click the "Reevaluate Eligibility *" button, highlighted in blue.
4. After clicking the checkmarks, click "Save", also highlighted in red.

Editing Your Profile as an Existing User

NOTE: Do not skip this section. It is important to make sure your profile is up to date, to assist Talent team with the matching process.

1. Click "Edit Profile" on the User Console, highlighted in red below.

The screenshot shows the Government of Saskatchewan Corporate Mentorship Program User Console. At the top, there are navigation tabs: USER CONSOLE, MENTORING BLOG, and CORPORATE MENTORSHIP PROGRAM CALENDAR. Below the navigation, there is a user profile section with a placeholder for a profile picture and a red box around the 'EDIT PROFILE' button. To the right, there is a 'My Current Partnerships' section showing a partnership started on 14 November 2019 with the delivery partner '2019 Corporate Mentorship Program'. Below that is a 'My Files' section with a table of files:

Name	Description	Date	Actions
Mentorship Action Plan	Mentorship Action Plan	5/16/2018	
Mentorship Approval Form Abdullah	Mentorship Approval Form	5/16/2018	

2. On the right hand side, you will see multiple headings. The important 4 headings are: Personal Information, Corporate Values, Leadership Competencies, and Diversity Information.
3. Each field in each category is clickable for editing. Please select a value for each field. An example is provided below.

The screenshot shows the 'Personal Information' section of the user profile. The 'Age Range' field is highlighted in red and set to 'Under 30 years of age'. Other fields include Gender (Male), Current Position (n/a), Location (Please Select), Work/ Career Accomplishments To-date (n/a), and Other Post-Secondary Education (n/a).

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A screenshot of a web form titled "Personal Information". The form has several sections: "Age Range" with the value "Under 30 years of age", "Gender" with the value "Male", "Curr" (likely Current), "Work/ Career Accompl" (likely Accomplishments), "date", and "Other Post-Secondary Education" with the value "n/a". A red box highlights a dropdown menu for "Age Range" that is open, showing the selected value "Under 30 years of age" and a "Save" button. The "Save" button is also highlighted with a red box.

4. In the first image, you click on the value for the field to open a popup. The field for Age Range is highlighted.
5. In the second image, you use the highlighted drop down to select a value for the field, and the highlighted "Save" button to save the value into the field.
6. Repeat for every value in the 4 categories.
7. Each value saves independently, so you may leave and return to this page at any time. There is no overall save button.

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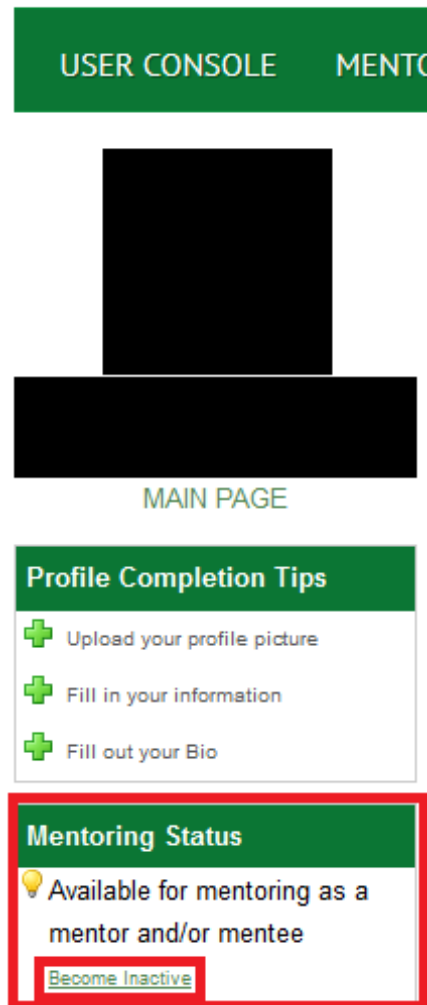
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Troubleshooting

1. If you encounter trouble with joining a program as a mentor and/or mentee, make sure your account is 'active' as a mentor/mentee.
2. To check this, go to the Edit Profile section, as detailed in the Editing Your Profile section.
3. On the left hand side, look for the following:



4. If the text "Become Inactive" instead says "Become Active", click "Become Active".
5. You will return to your User Console, and should be able to join and leave any programs as a mentor and/or mentee.