



## Your mentoring platform – User guide

The EPFL Alumni is pleased to introduce its new mentorship module! Find your perfect match through a matching algorithm, manage your relationships with integrated scheduling and videoconferencing tools, and assess the quality of the relationships formed.

The screenshot shows a user dashboard for 'Mentoring & Expert advice - Welcome'. The user is Agathe Lila Hartmann. The dashboard includes three main sections: 1. A welcome message with a profile picture 'AL' and statistics: 12 Mentoring and 9 Expert advice. 2. A 'Complete your profile' section with a document icon and a 'Complete my profile' button. 3. A 'Your Mentoring Preferences' section with a gear icon, 'Updated on 27 Jun', and an 'Edit' button. Below these is a 'Recommended profiles according to your mentoring preferences' section with buttons for 'Find a Mentor', 'Search for an expert', 'Search for a Mentee', 'Become expert (1 session)', and 'See all Mentees'. At the bottom, a message states 'No recommended profile...' with a 'See all Mentees' button and decorative illustrations of plants.

## LATERAL MENU

User page

## SUPERIOR MENU

General pages

The screenshot displays the EPFL Alumni user interface. On the left, a red sidebar menu (Lateral Menu) is visible, containing a search bar and a list of navigation options: Admin, Member, Update my profile, My groups, My events, My articles, Mentoring (circled in red), My contributions and orders, Candidate area, Recruiter area, and My account. The top navigation bar (Superior Menu) includes the EPFL Alumni logo, utility links (Subscribe, Contact, FAQ, User Guide), social media icons, and a main navigation menu with items: BENEFITS, COMMUNITY, EVENTS, NEWS, CAREER, MENTORING (circled in red), COMPANIES, and ABOUT US. The main content area shows the profile of Gaëlle Crausaz, identified as a Career Services & Corporate Relations Manager at EPFL - ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE. Her profile includes a circular profile picture, a blue edit button, a blue delete button, and a location of Lausanne, Switzerland. A link to 'See the contact information' is provided. Below the profile, a summary of account statistics is shown: My account (selected), Portfolio 0, Contacts 11, Groups 4, and Badge 0. The background of the profile section features a large image of an EPFL building with the red EPFL logo overlaid.

## TABLE OF CONTENTS

- Mentoring or Expert advice?
- Student: How to create an account?
- Future mentor/expert: Set your preferences
- Future mentee: Set your preferences
- You wish to be a mentor / an expert
- You wish to find a mentor / an expert
- Manage your relation
- Understand the Mentoring module algorithm

## ■ Mentoring or Expert advice?

These two distinct modules function identically, but the Mentoring module is programmed for long-term follow-up, while the Expert advice module enables you to receive specific help on an individual basis.

### Mentoring

You can sponsor members or be sponsored for the long term.

#### Find a mentor

- Be advised and supported over several sessions.



#### Become mentor

- Advise and support students or alumni over several sessions.



### Expert advice

You can receive help or advice on an ad hoc basis

#### Get expert advice (1 session)

- Receive punctual advice on specific topics (1 session).



#### Become an expert advisor

- Share punctual advice on your areas of expertise (1 session).




Mentor members or be mentored for a certain period of time!

Receive or give advice on a specific subject!

## ■ Student: How to create an account?

EPFL students will need to create an account to access the mentoring module. Students can access the module starting at their 3<sup>rd</sup> year of Bachelor studies. To create an account, click on the [registration link](#) on the main page of the mentoring program.

**REGISTER**

 Connect with Google

Title\*  First name\*  Birth name\*

E-mail\*

Confirm Email\*

Phone number

Degree\*  Year of promotion\*


Additionnel comment

I agree to receive emails from the network

By ticking this box, I acknowledge I have read [users charter](#) and agree to the terms and conditions.

\*Required field

**Register**



Master's students at EPFL who have obtained their Bachelor's degree at the School already have an alumni account created on the platform. They can use it to access the mentoring module by activating their account first.

**Future mentor /expert : Set your preferences**

To ensure the efficiency of the matchmaking algorithm, follow these steps to set up your preferences.

**Topics on which you can advise:**

- Education (BS, MSc)
- Continuing education (MBA, project management, CAS, etc.)
- PhD / Postdoc / Academic research
- Career orientation / Career path / Job title / Sectors
- Job search / Application file / Interview
- Entrepreneurship / Startup / Business creation  Innovation / Technology
- International mobility  Work permit for Switzerland (non-UE)
- Work-life balance

**Skills mastered:**

- Alumforce expert ✕ Composite materials ✕ Humanitarian ✕
- Industrials ✕ Industrial goods ✕ Compliance ✕ Reconciliation ✕
- Scrum ✕ Reliable ✕ Gestion de projet ✕ corporate relations ✕
- customer relationship management ✕ employer branding ✕
- customer acquisition ✕ career coaching ✕ italian ✕
- materials research ✕ recruitment ✕ materials characterization ✕

**Fields of activity in which you have experience:**

- Not for Profit / Social ✕ Architecture / Urban Planning ✕
- Audit / Consulting / Professional Services ✕ Banking / Finance / Insurance ✕
- Chemicals / Ingredients ✕ Construction / Civil Engineering ✕
- Consumer Goods (Food, Beverage, Cosmetics, Tobacco, other) ✕
- Education / Academia / Research ✕ Media / Advertising / Communication / PR ✕
- Renewables / Environment ✕ Real Estate ✕ Hospital / Healthcare ✕
- Primary & Secondary Education / Other Education ✕
- Agriculture / Forestry / Wood ✕

**Roles/positions in which you have experience:**

- Achats / Approvisionnement ✕ Administration ✕ Architecture ✕
- Art & Design ✕ Autre ✕ Comptabilité / Finance / Controlling ✕
- Conseil ✕ Développement Durable ✕
- Education / Enseignement / Formation ✕ Développement d'Affaires / Vente ✕


## Set your preferences: Favorite cities

### Your favourite cities for meetings

Choose your favourite cities and we will suggest the nearest members.

 You can add more by starting to type

Lausanne, Suisse  Genève, Suisse  Paris, France 

Washington, Missouri, États-Unis 

Favouring members around me

### Your alerts

Would you like to be alerted when new members match your mentoring preferences?

I would like to be notified by e-mail as soon as a member matches my preferences.

On this page, you can choose multiple cities that the algorithm will favor for your searches.


## Mentoring

### Congratulations!

Thank you for updating your matching preferences. It will help us suggest the best members matching your criteria.

Start my search

Don't forget to update your profile, as the algorithm will also base its decisions on the information you enter!

 Hello Agathe Lila Hartmann!  
Find in this space all the essential information about the Mentoring service.

13 Mentoring  
9 Expert advice

### Complete your profile

This information is essential to provide you with the best possible results!



Complete my profile

### Your Mentoring Preferences

This information is essential to provide you with the best possible results!



Updated on 27 Jun

Edit

**Future mentee: Set your preferences**

To ensure the efficiency of the matchmaking algorithm, follow these steps to set up your preferences.

**Topics you would like to discuss:**

- Education (BS, MSc)
- Continuing education (MBA, project management, CAS, etc.)
- PhD / Postdoc / Academic research
- Career orientation / Career path / Job title / Sectors
- Job search / Application file / Interview
- Entrepreneurship / Startup / Business creation  Innovation / Technology
- International mobility  Work permit for Switzerland (non-UE)
- Work-life balance

**Desired skills:**

- Alumnforce expert  Composite materials  Humanitarian
- Industrials  Industrial goods  Compliance  Reconciliation
- Scrum  Reliable  Gestion de projet  corporate relations
- customer relationship management  employer branding
- customer acquisition  career coaching  italian
- materials research  recruitment  materials characterization

**Fields of activity you are interested in:**

- Not for Profit / Social  Architecture / Urban Planning
- Audit / Consulting / Professional Services  Banking / Finance / Insurance
- Chemicals / Ingredients  Construction / Civil Engineering
- Consumer Goods (Food, Beverage, Cosmetics, Tobacco, other)
- Education / Academia / Research  Media / Advertising / Communication / PR
- Renewables / Environment  Real Estate  Hospital / Healthcare
- Primary & Secondary Education / Other Education
- Agriculture / Forestry / Wood

**Roles/positions you are interested in:**

- Administration  Art & Design  Développement Durable
- Développement d'Affaires / Vente  Education / Enseignement / Formation





## Set your preferences: Favorite cities


### Your favourite cities for meetings

Choose your favourite cities and we will suggest the nearest members.

 You can add more by starting to type

Lausanne, Suisse 

Genève, Suisse 

Paris, France 

Washington, Missouri, États-Unis 

Favouring members around me

### Your alerts

Would you like to be alerted when new members match your mentoring preferences?

I would like to be notified by e-mail as soon as a member matches my preferences.

[Previous step](#)

[Confirm my preferences](#)

**On this page, you can choose multiple cities that the algorithm will favor for your searches.**

## Mentoring

### Congratulations!

Thank you for updating your matching preferences. It will help us suggest the best members matching your criteria.

[Start my search](#)

## ■ You wish to be a mentor / an expert

As a mentor/expert, you are now available to mentees so that they can ask you for support and/or advice on an ad hoc basis. You can also proactively search for a pair by clicking on *'Find a mentee'* or *'Become an expert (1 session)'* to discover the profiles of students and/or alumnae and alumni to advise.

Search for a mentee

 Become expert (1 session)

You can click on the mentee's profile to see details of their skills, sectors of activity and the specialisms in which they need support. If the profile seems relevant to you, you can click on *'Mentor XX'* or *'Help XX'* to start a relationship. The chosen person will receive an email informing them of your request.

Mentor Yasmine

Help Yasmine

By clicking on one of these two buttons, a page will appear in the middle of the screen: indicate the subjects in which you can advise the mentee, your preferred means of communication and a time slot for a meeting (face-to-face, by telephone or videoconference).

Once you have entered all this information, click on “Send” and wait for a reply.

*Make sure to refresh the page.*

Mentor Yasmine ✕

ⓘ Specify in your message what you are looking for by detailing what prompted you to make the request. This message is private and can only be seen by the selected member and network administrator.

Indicate what advice you can provide \*

Write here

---

Communication channel

Face to face  Videoconference  Phone  Other

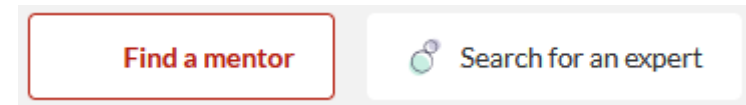
Time slot

[Ajouter un créneau](#)

[Cancel](#) [Send](#)

## ■ You wish to find a mentor / an expert

As a mentee, you are now looking for a mentor/expert to provide you with advice and support on a long-term or one-off basis. Click on *'Find a mentor'* or *'Find an expert'* to discover the profiles of alumnae and alumni with fields of study/background/experience similar to yours or to those that interest you.



You can click on the mentors' profiles to see details of their skills, sectors of activity and the specialisms in which they can advise you. If the profile seems relevant to you, you can click on *'Be Mentored'* or *'Get advice'* to start a relationship. The chosen person will receive an email informing them of your request.



If none of the profiles proposed by the algorithm meet your expectations, click on *'See all mentors'* and use the filters to make a new search.

By clicking on one of these two buttons, a page will appear in the middle of the screen: indicate the subjects you would like the mentor to advise you on, your preferred means of communication and a time slot for a meeting (face-to-face, by telephone or videoconference).

Once you have entered all this information, click on “Send” and wait for a reply.

*Make sure to refresh the page.*

Be mentored by Yann ✕

① Specify in your message what you are looking for by detailing what prompted you to make the request. This message is private and can only be seen by the selected member and network administrator.

Specify what you are looking for in terms of advice \*

Write here

---

Communication channel

Face to face  Videoconference  Phone  Other

Time slot

[Add a slot](#)

[Cancel](#) [Send](#)

## ■ Manage your relation

To access your discussions with your mentor / mentee, click on the icon with two message bubbles in the left-hand corner of the page.



Mentoring & Expert advice - Welcome

Your next appointment by Videoconference /  
Phone

Wednesday 28 August from 16:45 to 17:15

Edit

Cancel

If you receive a relation request and the time slot doesn't suit you, you can propose another time slot or cancel it.

Once your relation request has been accepted, or you have received a request that you have accepted, you can chat with your mentor / mentee via the messaging tool integrated into the platform.

*The page is not continually updated, so be sure to refresh it to see any new messages or requests.*

Bonjour Gaëlle,  
Je pense pouvoir te donner des conseils dans les domaines que tu as renseigné sur ton profil.  
Es-tu disponible pour un appel à la date proposée?  
Bonne journée

06/26/2024  
has read

Gaëlle Crausaz has accepted the request for mentoring  
06/27/2024

Gaëlle Crausaz has accepted the slot of 07/01/2024 10:00 AM  
06/27/2024

Bonjour Agathe, merci pour ton message. Avec plaisir pour échanger à ce moment-là, j'ai accepté ta demande!  
A bientôt

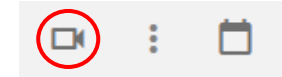
06/27/2024

You have proposed the slot of 07/17/2024 11:30 AM  
Today at 10:23 AM

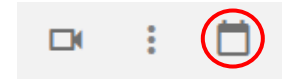
Your message

0 / 500

At the time of the scheduled meeting with your mentor / mentee, if you have selected the video conferencing option, click on the camera icon in the right-hand corner of the page so start the call.



For a long-term mentoring relation, you can schedule as many meetings as you like on the platform by clicking on the calendar icon on the right-hand corner of the page.



Once the relation is over, click on the three dots in the right-hand corner of the page, then on “*Finish the Mentoring*” to end your relation. A page asking you to rate your mentor / mentee and leave feedback will appear, *visible only to platform administrators*.





## ■ Understand the Mentoring module algorithm

Our algorithm takes different criteria and weightings into account when matching mentors and mentees. The majority of the weighting is based on your academic background and area of support, but we also take into account:

- Your level of experience
- Your position / role
- Your location
- Your area of expertise
- Your skills