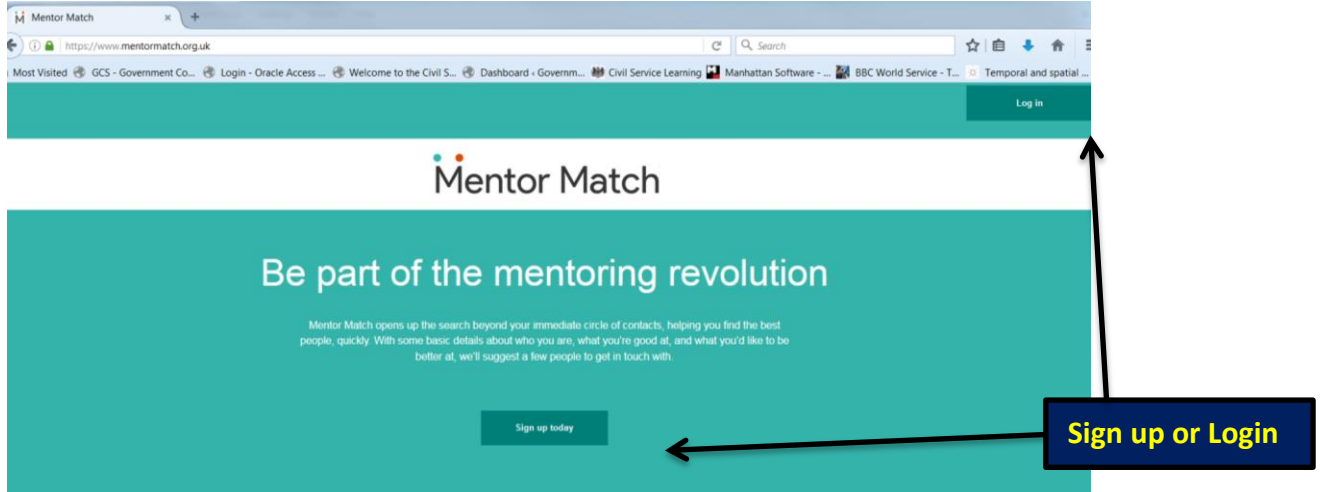


GSE Guidance for Using Mentor Match

STEP 1:

Visit <https://www.mentormatch.org.uk/> and click the Log in/Sign up button to start.



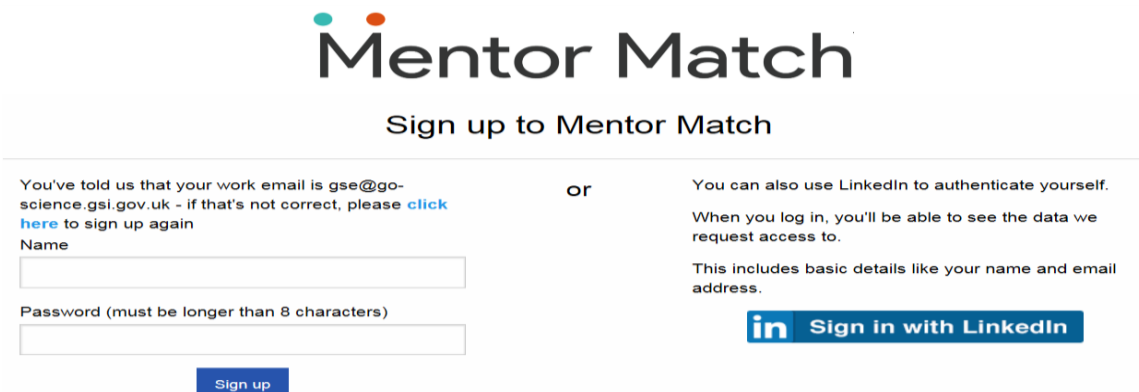
STEP 2:

Verify your Civil Service email to create your account.



STEP 3:

You'll then receive a verification email with a link that will take you to this page.



STEP 4:

After creating your password, you can start filling in your profile.

Mentor Match

Complete your Mentor Match profile to register

Name:

GSE Profession

Where are you based?

London

What's your grade?

AA

And your current role?

**GSE Profession (Specialist)
or
GSE Profession (Generalist)**

Skills is a new feature - if some of your skills are missing please let us know using the feedback tab and you can add them later

Profession

General

Your skills (type to select and click to remove):

Begin typing to add skill

**Skills are how you specialise your profile.
See suggested skills list on [pg. 5](#)**

Is there a specific goal that you are looking to achieve? (300 characters)

What would you like to get out of being a mentor/mentee?

Rules of engagement

Be polite, punctual and considerate. This is a professional relationship and both parties should approach it with the professionalism it deserves.

We suggest that mentors/ mentees start out by meeting for an hour or so a month and take things from there.

Don't ask your mentor/ mentee/ coach for a job. If someone asks you for a job, we recommend subtly directing them to CSJ.

This website is for UK Civil Servants but it is not a government service. Do not post anything about your work that you would not be happy to discuss in public or post on LinkedIn.

If you misuse this system, you will be banned. By using this service you acknowledge to play fair and abide by these rules, and by clicking the button below you are agreeing to our [data protection policy](#).

Get involved

Click here to complete your profile

(You can log back in and edit your profile at any point)

STEP 5:

Once you've completed the set up, you can then edit your profile and search for matches.

The screenshot shows the Mentor Match profile editing interface. At the top right, there are navigation links: Profile, Emails, Matches, and Logout. The main header is "Mentor Match". Below it, the user's name "GSE Team" is displayed with links for "Edit profile" and "Email preferences". A red "Matches" button is visible. The profile details include "Current role:", "About:", "Goals:", "Profession: Government Project Delivery Profession", and "Skills:". There are two red callout boxes: one pointing to the "Matches" button with the text "Search for mentors/mentees", and another pointing to the "Edit profile" link with the text "Edit your profile here".

Below the profile details, there are sections for "Areas you would like to develop" and "Experience you can offer", both with red callout boxes: "Please add at least one area to develop to find your matches" and "Please add at least one area to offer to find your matches".

The "Matching preferences" section includes: "You are looking for:" (One-off advice, Longer term mentoring), "Contact type:" (Face to face, Phone), and "What you're looking for in a mentor:" (Minimum matching grade: All).

The "Areas you're familiar with (optional)" section asks for experience with BAME issues, Gender issues, Caring for dependents, LGBTQ issues, Disability issues, and Part time working.

At the bottom, there are input fields for "Name:" (GSE Team), "Where are you based?" (London), "What's your current grade?" (AA), and "And your current role:". There are "Cancel" and "Save" buttons, and a "Remove profile" link. Two red callout boxes point to these fields: "What's your background? Are you a specialist in a discipline?" and "Why do you want to be a mentor or mentee? How will this aid your development?".

Below the input fields, there are two text areas: "Tell prospective mentors and mentees a little about yourself and your interests (200 characters)" and "Is there a goal that you hope a mentor could help to achieve? (300 characters)".

The "Matching preferences" section at the bottom has three columns: "You would like to be involved with" (One-off advice sessions, Longer term mentoring), "Preferred contact type" (Phone, Face to face), and "What is the minimum grade you would like your mentor to be?" (All). A red callout box points to the "Longer term mentoring" and "Face to face" options with the text: "Tick your preferences on how to be involved. Long term/face to face? Do you have any experiences with diversity & inclusion?".

The "Areas you're familiar with (optional)" section at the bottom has a grid of checkboxes for BAME issues, Gender issues, Caring for dependents, LGBTQ issues, Disability issues, and Part time working. A red callout box points to this section with the text: "Do you have any experiences with diversity & inclusion?".

STEP 5 (CONTINUED):

What skills do you want to develop, and what can you help others with?

Areas you would like to develop

Please pick at least one and give some details about your goals and any current experience. This helps us match you to prospective mentors.

Select an area Remove Add another area to develop

- Programme and project management
- Policy development
- Change management
- Commercial awareness
- Communications
- People management
- Financial management

Click the buttons to add other areas or experiences

Experience you can offer

Again, please choose at least one and give details.

Add another area to offer

Experience you can offer

Again, please choose at least one and give details.

Select an area Remove Add another area to offer

Select your level

Describe any previous experience you have

Cancel Save

**What level of experience do you have?
Single handed, small team, run a department?**

STEP 6:

With your profile completed, you can then start matching with mentors/mentees.

Mentor Match

Filters

Profession: Skills filter (start typing to select then click to remove): Update results Clear filters

Additional filters

0/4 messages sent this week

Potential mentors

Based on your profile, we think these people would make good mentors.

Vicki Rowlands

Current role: Team Leader, Home Office
Grade: G7
Goal: Improved management of staff with development needs, promotion to grade 6
Experience:
• Policy development

View profile

Potential mentees

And these people are looking to learn from your experience.

You can filter your searches within professions and those with relevant skills.

STEP 6 (CONTINUED):

You can apply additional filters for a more advanced search.

Mentor Match

Filters

Profession
All

Skills filter (start typing to select then click to remove):
Begin typing to add skill

Update results

Clear filters

Additional filters

Location
All

Users who have said they are familiar with:

BAME issues Caring for dependents Disability issues
 LGBTQ issues Part time working Gender issues

You can filter by location and diversity & inclusion experiences

0/4 messages sent this week

Potential mentors

Based on your profile, we think these people would make good mentors.

Vicki Rowlands

Current role: Team Leader, Home Office
Grade: G7
Goal: Improved management of staff with development needs, promotion to grade 6
Experience:

- Policy development

View profile

Potential mentees

And these people are looking to learn from your experience.

Skills you can list

These skills were composed from our membership data, these are more specific than the options previously available. You can suggest additional terms with the **Feedback** button in the top left of the website.

Science Physical sciences Social sciences Biology Chemistry Physics Maths Medical	Engineering Laboratory skills Science advice Security & Intelligence Energy & Environment Intellectual Property Health & Safety Technology
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