

# GAAP Mentors Program Process

01

## Recruit

Prospective mentors are invited to complete a questionnaire to share information about their experience, knowledge areas, and skills. Once the questionnaire has been received, confirmed prospective mentors are given access to the electronic Mentor Dashboard.

02

## Assessment

Mentees complete a needs assessment form during the incubator orientation, gathering information about experience, sector, and desired areas of growth.

03

## Match

A match is initiated by comparing the mentor's strengths with the mentee's desired areas for development. The GAAP Mentor program encourages participation the matching process, participants are provided with a short bio of their prospective mentor or mentee. This provides a first impression to potential partners and is the basis for pursuing further introduction.

04

## Fit Check

With mutual tentative agreement, a Fit Check call is scheduled. This short virtual meeting gives participants a chance to develop an informed impression of the potential partner participant.

05

## Orientation

When a match is confirmed, participant orientation trainings are scheduled. If the match is declined by one, or both, of the prospective participants, the matching process will be re-initiated with alternate participants.

06

## Regular Meetings

Participants meet regularly, working through the guided curriculum. Introductory meetings are held to define the relationship parameters and to facilitate goal setting. Customized meeting agendas are provided to facilitate these activities. Subsequent meeting topics are defined by the participants.

07

## Check-in

Progress is monitored through scheduled check-ins and feedback surveys.

08

## Wrap-up

The formal program concludes with an in-depth evaluation and an in-person celebration. Mentees have an opportunity to show their appreciation for the time and effort shared by their mentor.