MENTOR PROGRAM
MENTOR PROGRAM FEATURES

Mentor and mentee information is tagged in GAIL several ways. While most people with GAIL access do not have the ability to write queries, all of this information is available on an individual’s profile on the corresponding tabs.

- Interactions – these contain the information captured during registration when they fill out the portions about how they are interested in participating/helping. Additionally, there is an interaction entered on a Mentor’s record when a Mentor is paired with a Mentee and the Mentee is a participant on the interaction.

- Attributes – these identify if someone has completed or initiated registration to become a mentor or mentee.

- Relationships – this is for the matched Mentor/Mentee pairs in GAIL.

If you need a list of Mentor/Mentee Attributes or Relationships, please contact Olivia Engesser (engesser@uga.edu) or submit a ticket to AskIT by emailing askit@uga.edu.
MENTOR INTERACTIONS

As the UGA Mentor Program continues to grow, you should expect to see more references to it in GAIL. Currently two types of interactions are being added to the records of Mentors. The first type will be titled UGA Mentor Program and indicates involvement in the program.

The second type will be named CCTR – UGA Mentor – Indicated Areas Willing to Help. In this interaction you’ll find a list of additional engagement opportunities that the Mentor marked themselves as interested in.
ATTENTION: The following only pertains to GAIL users with QUERY ACCESS.

MENTOR/MENTEE ATTRIBUTES

Query users, you already know you can query assigned mentors and mentees using the “Relationships” node, but did you know you can also find all people who have signed up to be mentors and mentees, regardless of whether they have been matched?

Select the “UGA Mentor Program Attribute” category.

And choose the value you would like, depending on whether you are looking for mentors or mentees (or use “one of” for both). The value Mentor/Mentee Completed Registration indicates that someone has completed all the registration processes to become a mentor/mentee. The value Mentor/Mentee Initiated Registration indicates that someone has started registration but has not competed the steps to become a mentor/mentee.
ATTENTION: The following only pertains to GAIL users with QUERY ACCESS.

Once you’ve selected the value you would like, your criteria will look like this:

On a constituent’s profile, the date showing on the constituent attribute records is the date the person last updated their profile in Xinspire.
ATTENTION: The following only pertains to GAIL users with QUERY ACCESS.

MENTOR/MENTEE RELATIONSHIPS

Mentors and mentees are listed in GAIL! There are now two ways to query this information: through the Relationships node or the Interactions node.

Querying through Relationships Node

Select the Relationships node and Relationship Type.

Select mentors or mentees from the drop-down menu.
ATTENTION: The following only pertains to GAIL users with QUERY ACCESS.

Once you’ve selected the Relationship Type you are looking for, select the Reciprocal Relationship Type from the Relationships node.

When the drop-down menu appears, select the opposite Reciprocal Relationship Type from the Relationship Type that you previously selected.

If you chose mentee before, choose mentor and vice versa.
ATTENTION: The following only pertains to GAIL users with QUERY ACCESS.

To ensure that your data is correct, select the End Date field from the Relationships node and choose Blank from the subsequent dropdown menu.

Additionally, for Mentor/Mentee relationships, you will need to add End Date again and this time is on or after today.

The criteria to find Mentors will look like this:
ATTENTION: The following only pertains to GAIL users with QUERY ACCESS.

Querying through Interactions Node

Select the Interactions node and Summary.

Mentor Interactions will all have an interaction summary equal to UGA Mentor Program.

Mentees will not have interactions listed on their constituent profiles but will be listed as participants on the Mentors’ interactions. The criteria will appear like this in your query:
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