



# CIRCLES OF SUCCESS FAQ & GUIDELINES

## **How does a Circle of Success work?**

- Each Circle of Success is led by one Mentor who applies and is approved to mentor a small group of students/mentees.
- Circles can be a one-time meeting or regularly scheduled discussion over the course of 16-weeks.
- Mentors and Mentees will be matched in the platform, but Mentors schedule the initial meeting with their Mentees.
- After the initial Circle of Success is completed, Mentors and Mentees can decide how to proceed; if the entire group wishes to meet again in a similar setting, that is great. If they want to communicate on an individual basis with the Mentor, that is also fine. The Circle remains open for a 16-week duration unless otherwise concluded.

## **Who can apply to host a Circle of Success?**

- Any UGA Mentor (faculty, staff, alumni, Friend of the University) is welcome to apply.
- Mentors must have a mentor profile created in the platform prior to their application being approved.

## **What's the application process to host a Circle of Success?**

- [Just click here to apply!](#) It doesn't take very long, but please note this is a separate process from creating a UGA Mentor account/profile.
- A UGA Mentor Program team member will reach out via email within two weeks to schedule a follow-up Zoom call.

## **How is this different from the other mentoring options already available?**

- With both the 16-week and Quick chat options, Mentors and Mentees connect on an individual basis for the duration of their relationship. These connections are solely-student driven, meaning the Mentee requests the Mentor and is responsible for arranging the meetings/topics/agendas, etc.
- With a Circle of Success, the Mentee still decides to join a circle or not, and they are still expected to come prepared; however, the Mentor has a bigger role in initiating the mentorship opportunity through the platform.
- A Circle of Success also allows for students to connect with each other via the private group in the platform, encouraging peer-networking and relationship-building. Some may find this is a less intimidating introduction to mentorship as they are attending the circles with a small group of their peers.

## General Mentor Expectations

- Mentors will [apply to host](#) a circle, at which point a UMP team member will reach out via email and schedule a meeting to talk through logistics via Zoom.
  - Once the circle is confirmed, final details, including a title, date, time, location, and topic, will be submitted to UMP for marketing and promotion.
    - Please note that the intended date must be at least two months in the future to allow Mentees to register.
    - Titles should directly correlate to the topic(s) being discussed.
- Once the circle is closed for registration, Mentors will log into their accounts and see all the Mentees in the circle. Mentors will need to email the group with a brief introduction and general expectations for the circle. We also suggest you ask the mentees what they hope to gain from this experience to help plan out your time.
  - You may correspond with your mentees leading up to the Mentor Circle, but you do not have to outside of the one required check-in before the meeting takes place to confirm the details of the circle and confirm their registration (at least two weeks prior to when the meeting will take place).
    - The platform will send an auto-reminder one day before the Circle of Success is to take place. It will list the date, time, and location of the meeting, as well as your cell phone number so that attendees can reach out to you should they be running late or need assistance on the day of the event.
- On the day of the session, please arrive on time. Please note all meetings are to take place in a public space. The UMP team can help arrange space on campus if needed.
  - You are not expected to purchase food or beverages for your Mentees.
- You will receive both a mid-point survey and an end-of-mentorship survey; we greatly appreciate your valuable input and feedback as we work to grow this program.
- You are not required to reach out to your Mentees after the initial circle, though you are welcome to communicate via the platform if you'd like. These connections will remain active for 3 months after your first session. Mentees are encouraged to follow-up as interested from the circle. Please clearly set expectations regarding follow-up at the end of your session.

## General Mentee Expectations

- Sign up for a circle that interests you and that you will be able to attend.
  - Keep in mind that signing up for a circle counts towards your one allotted mentorship at a time, though you can also still access Quick Chats.
  - If you register and fail to attend the session, we will place a hold on your mentee account until you complete a brief module related to honoring your commitments.
- You will receive an email once the circle you've registered for has filled and closed. You will then be able to log into your UMP account and see your mentor's information, as well as the other mentees who will be part of your circle.
- You will receive an introductory email from your mentor, welcoming you to the group. Please read this carefully as there may be pre-meeting tasks for you to complete.
- Before your circle, brainstorm some topics/questions you may want to ask so you don't forget in the moment.
- On the day of the session, make sure you arrive on time. If you are running late, communicate as soon as possible with your mentor.
- During the session, engage fully in the conversation with your peers and mentor.
- Once the session is over, please send a follow-up email thanking your mentor for their time and guidance, as well as any follow-up information. The circle will remain active for 3 months. As the mentee, you are responsible for following up with your mentor and setting the next meeting agenda. You may choose to meet as a group again or on an individual basis.