

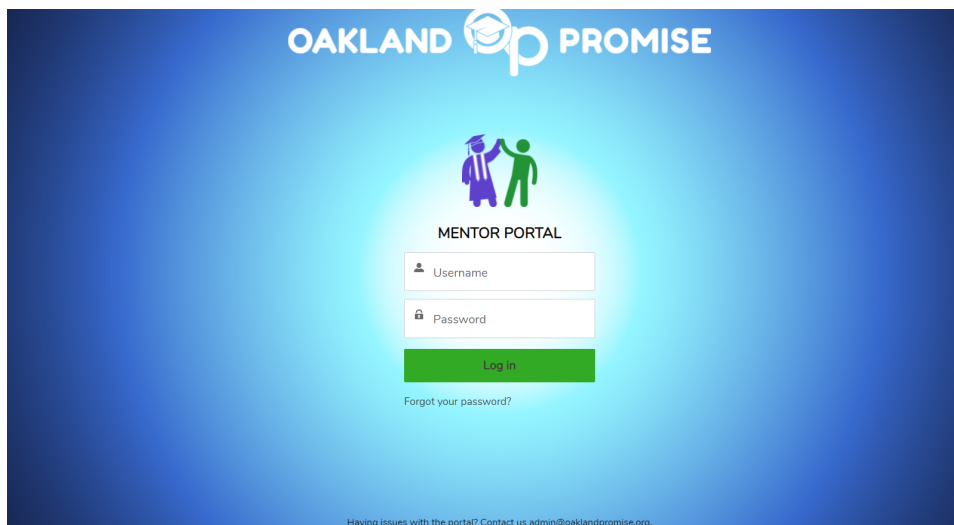
Viewing Mentor Surveys and MSFS (Mentor-Scholar Feedback Surveys)

Mentors are requested to fill out several types of surveys:

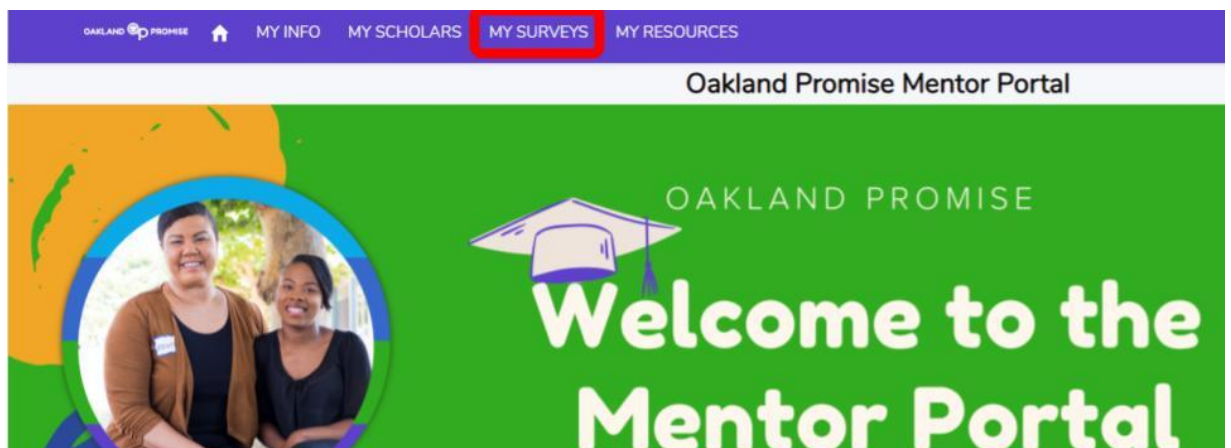
- Monthly (asking for details about your relationship with your scholar)
- MSFS (Mentor-Scholar Feedback Surveys)
- General feedback (e.g. post-event)

MSFS (Mentor-Scholar Feedback Surveys) are activities intended to strengthen relationships between Mentors and Scholars - activities include writing and reviewing resumes, deciding on communication expectations, and career exploration. You and your scholar will be asked to complete a feedback survey upon completion of the activity. (Note that activity instructions and a specific link to your survey will be sent via email.)

1. Login at <https://oaklandpromiseportal.force.com/mentor/>



2. Click My Surveys at the top (see red highlight).



- To complete an incomplete survey, search for the appropriate survey and click on the link under the column "Survey Form Link" (see far right) to complete your survey. Note that the MSFS links are stored under the "M-S Activity Feedback Survey Link" column underneath My Activity Feedback Forms. (Note: Don't click on the M-S Activity Name links)

MY ACTIVITIES AND INCOMPLETE SURVEYS SCHOLAR FEEDBACK FILES COMPLETED FEEDBACK FORMS AND SURVEYS

My Incomplete Mentor Surveys

	Mentor Check In And Survey Name ↑	Scholar Name	Due Date	Survey Form Link
1	June 2021 Mentor Scholar Check-in	Test2 Test2	6/10/2021	Check-In Form Link

My Activity Feedback Forms

	M-S Activity Name ↑	Scholar	Due Date	Submission Approved	M-S Activity Feedback Surv...
1	Example 2021	Test2 Test2	5/31/2021	Not yet completed	
2	2.1 My Values 2021	Test2 Test2	7/31/2021	Not yet completed	
3	2.2 Goal Setting 2021	Test2 Test2	9/30/2021	Not yet completed	
4	testing 123	Test2 Test2	5/29/2021	Not yet completed	

- You can also view forms completed previously if you click "Completed Feedback Forms and Surveys."

MY ACTIVITIES AND INCOMPLETE SURVEYS SCHOLAR FEEDBACK FILES **COMPLETED FEEDBACK FORMS AND SURVEYS**

Completed Activity Feedback Forms and Surveys

	M-S Activity Name ↑	Scholar	Submission Approved	Submission Date
1	Personality 2020	Test2 Test2	Approved	8/3/2020
2	Jun-20	Test2 Test2	Approved	8/7/2020
3	LinkedIn 2020	Test2 Test2	Approved	11/30/2020
4	Reflection 2020	Test2 Test2	Approved	11/30/2020
5	LinkedIn 2020	Test2 Test2	Approved	1/25/2021
6	Reflection 2020	Test2 Test2	Approved	4/1/2021

My Complete Mentor Check-Ins

	Mentor Check In And Survey Name ↑	Scholar	Status	Submission Date
No items to display.				