

# Applying During Quarterly Window

Team member applies for **MOMENTS** program as a mentee or a mentor

Supervisor approves application and mentees and mentors are matched based on selected skills

Supervisor denies application and meets with team member to discuss

Mentees are provided a list of suggested matches

Mentee selects a mentor from the suggested matches

Mentee declines suggested matches and instead selects from manual search

Mentor accepts

Mentor declines

Mentor declines

Mentor accepts

Mentee selects another mentor

Mentor accepts

Mentee and Mentor meet to sign agreement form, arrange meetings, etc.