

Mentoring Tool System

End User-Guide

1. Click on (**Login to start the service**), Move to Step #4 if you are already logged in.

Employees
Mentoring Tool

Start the service 1

[HR 002] - Mentoring Tool

Information Last Updated: Sep 30, 2018

Service Time
N/A

Service Fee
No fee required

Service Channels
N/A

User guide and tools
Transactions: 0
Other Transactions: 0

Rate this service!
★★★★★ (5 / 5)

Scan the QR code to make a request using your mobile device.

Description

Description

- * The program is designed to give UAE employees on grades (3, 4s, 4.5s) the opportunity to gain knowledge and guidance from Mentors of different backgrounds and experiences.
- * Mentorship provides a safe learning environment and focuses on the professional development of the mentee.
- * The duration of the mentoring sessions can last from 3 to 6 months. The aim of the mentoring sessions can be focused on the overall career development or can be project based.

2. Login using your **ZU ID** and **Password**

eServices

Username

Password

Sign in

Remember me

Use your ZU account to login.

If you are a Student or Alumni, enter your Student ID as the username. E.g. 20151234567.

Don't have an account yet? Click [here](#) to Register.

Click [here](#) if you forgot your password or the answers to your security questions.

3. Answer the **Security Question**, then click (**Sign in**).

4. Click on **Start the service**.

Employees Mentoring Tool

Start the service 4

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Description

Procedures

Target Audience

Required Documents

Service Contact

Terms and Conditions

Description

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5. Click on **Add New Request** button in the Mentoring list page.

Mentoring Tool Hi, Fahima Bastaki (Z8737)

Home Mentoring List(Mentee) Mentoring List(Mentor) Help Advanced

Mentoring List 5 New Request

Number of records shown: 22

Show 10 entries Export to Excel Quick search:

Name	ID	Department	Job Title	Grade	Start Date	End Date	Created On	Status
Fahima Bastaki	Z8737	Information Technology Department	Senior Application Support Officer	5s			08 Nov 2021 10:45:16 PM	

View Status Edit Delete

6. Fill the form and click **Submit** button.

Mentoring Tool Hi, Fahima Bastaki (Z8737)

Home Mentoring List(Mentee) Mentoring List(Mentor) Help Advanced

Mentoring Tool Request

Mentees Information

Name: Fahima Bastaki

ZU ID: Z8737 Department: Information Technology Department

Job title: Senior Application Support Officer Grade: 5s

Mentors Name: -- Select Mentor -- Position:

Mentors Profile:

Highlights:

Experience:

Mentee Comment:

Add Attachment: Choose Files No file chosen

Submit Cancel

Thank you for using this tutorial



إدارة تقنية المعلومات
Information Technology Department