

Are Program Evaluations mandatory?

Question

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Answer

Program Evaluations are not mandatory. If this function is activated, an email will be sent out from the system at the end of a mentoring relationship reminding members in a relationship to fill out the Program Evaluation.

Follow the instructions below **if you would like to activate/deactivate this function**:

1. Under the Customize section, select 'Send Message'.

Customize

- Industries
- Functions
- Competencies
- Specialized Skills / Development Areas
- Cities and Meeting Locations
- Company Policy
- Send Messages 
- Maximum Number of Mentors and Mentees
- Profile Fields
- Program Evaluation
- Mentoring Agreement
- Deactivate Members
- Group Mentoring
- Discussions
- Resources
- Categories
- Events
- Surveys
- Email Logs
- Language Filter
- Courses
- Badges
- Announcements
- Archives

2. Select 'System Generate Messages' then click on 'Mentoring Relationships'.

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Messages to your Mentoring community

Getting Started

Group Mentoring

Matching

Mentoring Meeting



Mentoring Relationships

2

Resources Section

Scheduling

3. Scan this page and select 'Edit' under 'Program Evaluation message'.

Program Evaluation message	Your Program Evaluation	active	Edit	
Program Evaluation once one person has filled it in	(user_name) has completed their Program Evaluation	active	Edit	

4. Scroll down and select 'active' or 'inactive', depending on your program's preference.

If you have questions or need further support, please contact our Support Team: support@mentoringcanada.ca

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