How to Upload Documents and Complete Self-Assessment

17 Steps  View most recent version

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Created with Tango
STEP 1
Once logged in to the Mentoring Connector/NQMS System, click on Programs.

STEP 2
Click on Browse Programs.
STEP 3

Once you find your program listing, click on "View/Edit".

STEP 4

Navigate to the Documents tab to begin uploading the requested documents.
STEP 5
Click on "Upload New Document".

STEP 6
Type the name of the document you are uploading.
STEP 7

Next, click on Drag & Drop Here or Click to open the insert file browser or drag and drop the document into the field.

STEP 8

Click on Save.
STEP 9

Ensure that the document appears in the "Document" tab, and continue uploading the recommended uploads. Once you are complete, email your MENTOR Affiliate to gain access to the NQMS assessment.

STEP 10

Once your MENTOR Affiliate has granted access to the NQMS, click on "Start Assessment" to begin filling out the assessment.
STEP 11
Click on the chevron next to the name of one of the sections of the NQMS assessment to lower the accordion and begin answering the questions.

STEP 12
Select a rating for how well your mentoring program implements the practice.
STEP 13
Add any notes to clarify or additional context to why you selected the rating [optional, but encouraged].

1. Does your program have a mission statement?
   Rating 3
   Select a Numeric Score (1 - 5) or Select Not Applicable
   Notes (Why did you rate yourself at the above score?)
   Our mission statement is: “XYZ Mentoring taps into the potential of our young people by matching them with adults from their community to build intentional and meaningful relationships.”

2. Does your program have a logic model that describes the key components, activities, and outcomes of the program in a graphic or illustration?
   Rating 3
   Select a Numeric Score (1 - 5) or Select Not Applicable

STEP 14
Once you have completed all of the questions in that section, click "Save and Continue" to begin the next section.

> B. Mentee Recruitment
STEP 15

At any time during the assessment, you can scroll to the bottom of the page and view your progress. Once the progress is listed at 100%, the "Submit Assessment for Review" button will become available.

STEP 16

Click on "Submit Assessment for Review" to submit your assessment.
STEP 17

Check for the green box indicating that "The Assessment has been saved" and that the status listed in the Self-Assessment table has changed to "Submitted for Review".