Manage Your Project Mentees

You can manage your project mentees from the Mentees tab on the project detail page. This tab lists all the mentee applicants. After an individual creates a mentee profile and applies to a project, the person becomes a mentee applicant for the project. An email notification informs you that the person showed interest in participating in the project's Mentorship program.

Note:

- After a mentee applies to a project, the mentee's name shows under Mentees tab with application status Pending, by default.
- After you accept a mentee application from Application Status drop-down, accepted mentee's profile appears under the Mentees section on the profile tab of your project.

Below is an example of Mentee's application status:

<table>
<thead>
<tr>
<th>Name</th>
<th>Application Status</th>
<th>Application Date</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gory L’Fair</td>
<td>Pending</td>
<td>2019/01/05</td>
<td>2019/01/09</td>
</tr>
<tr>
<td>John Sheaffer</td>
<td>Pending</td>
<td>2019/01/07</td>
<td>2019/01/10</td>
</tr>
</tbody>
</table>

A list of the persons who have applied to your project appears. The list shows additional information:

- **Name** shows the mentee details.
- **Application Status** shows the status of the applicant's application. By-default, it shows Pending. To change the application status, select a status from the Application Status drop-down list.
- **Application Date** shows the date when the applicant submitted the application.
- **Last Updated** shows the date when the application was last updated.

You can select a value from the Filter by Status drop-down list to show only results that match the filter value.

View Mentee Profile

Navigate to My Account > My Projects, and click a project. Under Mentees tab, click Profile to view mentee's profile. By-default, Public tab appears which shows the projects and mentors that the mentee is associated with. You can navigate to Applications and Tasks tabs to see and manage application status and tasks assigned to the mentee.

Manage Mentee Application

You can change the application status by selecting a value from the Application Status drop-down list.

**Status Description**

- **Pending**: Mentee has applied to the mentorship program; you must review the application by viewing mentee's profile, and change the status to In Progress.
- **In Progress**: If you select In Progress, mentees can view only pre-requisite tasks to complete.
- **Declined**: You can decline an application if mentee application/profile is not suitable for the mentorship program.
- **Accepted**: If you select Accepted, mentees can view all the tasks to complete.
- **Withdrawn**: Status changes to Withdrawn when a mentee withdraws an application.
- **Graduated**: Change the status to Graduated when a mentee successfully completes all the tasks assigned to him/her.

Continue to:

- Manage Application Tasks
- Contact a Mentee