



# Find Me A Mentor Program Introduction

Based on continuous feedback through key leadership development trainings, there is a high demand signal for a program to enable government Civilians to engage and readily connect with a Senior Executive with the intent to garner mentorship.

We will employ the Mentor Functionality in TWMS to bridge the gap between Navy Civilians and the Senior Executive cadre.

The objective of the TWMS Functionality is to deliver a mechanism by which Civilians can engage and seek mentorship relationships. This will allow Senior Executives the opportunity to engage with the Civilian community, develop/advance the next generation naval leaders, foster a continuous learning culture, and promote personal/professional development.

**The following slides will walk you through the Registration (less than 20 minutes)!**

***Prior to Registering: Have your Senior Executive Service Biography saved and available to upload!***

**Request: Establish your Mentor Profile NLT 30 March 21**



# Find Me a Mentor Program Registration Process

- ❑ Step 1: Go to TWMS in your browser

TWMS Link: <https://mytwms.dc3n.navy.mil/my.policy>

- ❑ Step 2: On the left-side Navigation, click on “Mentoring” under “Tools/Actions”





# Find Me a Mentor Program Registration Process

- Step 3: There will be the below pop-out window. Confirm the “Mentor” Role is selected and click, “Next”

- Step 4: Read through the “Terms of Agreement” and if you are in concurrence, select the box next to “I confirm I have read and agree to the terms.”



# Find Me a Mentor Program Registration Process

- ❑ Step 5: Review and confirm your Personal Information is accurate in the next box.
  - ◆ If it is accurate, select “I confirm my information is correct” and hit “Next”
  - ◆ If your information is incorrect, return to the TWMS home screen, specifically the “Navigation” panel on the left hand side. Update your Work Location under “General Information” – and Work Phone and Unclassified Email under “Personal Recall”

If corrections are necessary, make them in TWMS and/or the appropriate program or record (DCPDS, NSTPS, etc.)

I confirm my information is correct.

Next >> Cancel

- ❑ Step 6: In the next window, you have the opportunity to Identify Strengths. Select a compatible “Functional Strength” based on your experience. Upon selection, use the “Specific Functional Skill” dropdown to capture a niche. Once you have the “Functional Strength” and “Specific Functional Skill” populated, select “Add Skill”
  - Repeat Step #6 two more times so you have a total of 3 “Identified Strengths”
  - Once you have three items in the “Identified Strengths” and select “Next”

Total Workforce Management Services (TWMS)  
Workforce Manager 2.0 // Login: ELIZABETH.BRANDWEIN - SELF-SERVICE  
Member Match Service

NAVIGATION:  
Exit Mentor Match

Choose Role Add Skills Experience Documents Done

Select 3-20 Identified Strengths

Functional Strength  
Administration

Specific Functional Skill  
--Select Skill--

Add Skill

Identified Strengths

Next >> Cancel



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- ❑ Step 7: You will now be brought to a page where you can add “Experience” and “Comments”
  - ◆ Recommendations: In the “Experience” section, include your previous assignments. In the “Comments” section, include why you want to serve as a mentor

**Total Workforce Management Services (TWMS)**  
Workforce Manager 2.0 // Login: ELIZABETH.BRANDWEIN - SELF-SERVICE

Mentor Match Service

**NAVIGATION:**  
Exit Mentor Match

Choose Role Add Skills Experience Documents Done

**Enter Experience and Comments**

Professional Experience  
1500 characters left.

Comments  
1500 characters left.

Next Step Cancel

- ❑ Step 8: You have the option to upload one document to your profile
  - Recommendation: Upload your SES Biography
  - Once you uploaded your document, select “Next”

**Total Workforce Management Services (TWMS)**  
Workforce Manager 2.0 // Login: ELIZABETH.BRANDWEIN - SELF-SERVICE

Mentor Match Service

**NAVIGATION:**  
Exit Mentor Match

Choose Role Add Skills Experience Documents Done

**Add Documents**

You may upload 1 document (Word, Excel, PDF, Powerpoint)

**Document**  
Choose File No file chosen

**Description (optional)**

Upload


**Uploaded Documents**

Finish >> Cancel



# Find Me a Mentor Program Registration Process

- Step 9 and Next Steps: Now you are ready to mentor! With this established profile, Navy Civilians are able to reach out, view your profile, and inquire if you are amenable to serving in a mentor relationship.



## Total Workforce Management Services (TWMS)


Workforce Manager 2.0 // Login: ELIZABETH.BRANDWEIN - SELFSERVICE

Mentor Match Service

**\*\* FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE \*\***  
\*\* Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties \*\*

**NAVIGATION:**

- Home
- Start a Search
- My Invitations
- My Agreements
- Register as a Mentee
- My Mentor Profile
- Opt Out
- Resources
- Exit Mentor Match



Choose Role   Add Skills   Experience   Documents   Done

### Your Mentor profile has been created!

Would you like to register as a Mentee? [Click here to register](#)

Would you like to search for a match?

[Start a Search](#)



# Find Me a Mentor Program

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- **If a Navy Civilian “matches” with you, they can invite you to be their mentor. TWMS will send you an auto-generated email stating:**

*[Civilians’ Name] has invited you to be a Mentor. Before entering into any agreement, Mentors and Mentees must first have a personal meeting.*

*Log in to TWMS Self Service at <https://no-click.mil/?https://mytwms.dc3n.navy.mil>, and then copy and paste this URL into a separate tab:*

*<https://no-click.mil/?https://twms.dc3n.navy.mil/mentor/invitation.aspx?id=RCxiy4TFBpg=&p=0>*

*You may view the details of all invitations you have sent or received by clicking "My Invitations" in the mentor module in TWMS Self-Service.*

*Comments: [Any notes the Civilian included when they initiated the initiation]*