

Reviewing a Candidate Application

Opening the Mentor application. Once you have selected a Mentor to review, open their CBM Member record by clicking on their name.

The screenshot shows the 'CBM Members' page for 'Douglas Bower'. At the top, there is a breadcrumb 'CBM Members > Douglas Bower' and a 'Follow' button. Below the breadcrumb is a navigation bar with tabs: 'Contact Info', 'Mentor Profile', 'Profile Photo', 'Mentor Status', and 'Dues Status'. The 'Contact Info' tab is selected and highlighted with a red box, and a red arrow points to it. The main content area is divided into two columns. The left column contains contact information: Name (Douglas Bower), CBM Email (doug.bower@cbmentors.org), Mentor Start Date (Mar 03, 2025), Street (345 N. Main St), City (Chagrin Falls), Contact (Douglas Bower), Personal Email (doug@dougbower.com), Mentor Type (Mentor), Phone (+1 216-612-4870), and PostalCode (44022). The right column contains additional information: Assigned User (Douglas Bower), Teams (None), CBM Email (doug.bower@cbmentors.org), Accepting New Clients (checked), Current Active Clients (1), Available Capacity (9), Created (Jun 02 00:42 · customapps), and Modified (Yesterday 12:33 · Mentor Admin). Below the contact information, there are three sections: 'Mentoring Info' (Assigned Engagements, Client Requests, CoMentoring Engagements) and 'History' (No Data).

CBM Members > Douglas Bower

Edit ...

Follow

Contact Info Mentor Profile Profile Photo Mentor Status Dues Status

Contact Info

Name	Contact	Mentor Status
Douglas Bower	Douglas Bower	Active
CBM Email	Personal Email	
doug.bower@cbmentors.org	doug@dougbower.com	
Mentor Start Date	Mentor Type	
Mar 03, 2025	Mentor	
Street	Phone	
345 N. Main St	+1 216-612-4870	
City	PostalCode	
Chagrin Falls	44022	

Mentoring Info History

Assigned Engagements ...

No Data

Client Requests ...

No Data

CoMentoring Engagements ...

No Data

Assigned User

Douglas Bower

Teams

None

CBM Email

doug.bower@cbmentors.org

Accepting New Clients

☒

Current Active Clients

1

Available Capacity

9

Created

Jun 02 00:42 · customapps

Modified

Yesterday 12:33 · Mentor Admin

The CBM Member detail form segments the data about the member into tabs across the top of the page. Members of the Mentor Review Team can see additional tabs that other CBM Users cannot. Specifically the Mentor Status and Dues Status Pages.

The Contact Information tab shows the person's name and contact details from their Contact record. The Mentor Application information is stored on the Mentor Profile tab — select it to see what the candidate submitted.

What to look at. There's no scoring sheet or checklist — the review is a judgment call based on what the candidate has shared. The fields that matter most are:

- **Professional Bio**— does the candidate have a credible professional background that would serve CBM clients well?
- **Area of Expertise**— does their expertise align with the kinds of help CBM clients need?
- **Mentoring Skills**— have they described relevant skills or experience that would make them an effective mentor?
- **Industry Sector and Mentoring Focus Areas**— do these fill a gap in CBM's current mentor roster, or strengthen an area already well covered?
- **Why Interested in Mentoring and How Did You Hear About CBM**— useful context for understanding the candidate's motivation and how they found their way to CBM.

Taking notes during review. If you want to record observations or questions as you work through an application, use the Mentor Status Notes field on the Mentor Status tab. These notes are not generally visible to other members outside of the Mentor Review Team, but may be visible in some circumstances.



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CBM Members > Mentor Admin

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Contact Info

Mentor Profile

Profile Photo

Mentor Status

Dues Status

Mentor Profile

Professional Bio

I worked with mentors

Mentoring Skills

None

Mentoring Focus Areas

Agriculture

Why Interested in Mentoring

I like mentors

Area Of Expertise

None

AboutMentor

None

Accepting New Clients

☐

Total Lifetime Sessions

None

Maximum Client Capacity

None

Current Active Clients

1

Total Mentoring Hours

None

Industry Sector

Manufacturing

How did you hear about CBM?

Friend or relative

Years of Industry Experience

None

Available Capacity

-1

Fluent Languages

Bengali

Assigned User

None

Teams

None

CBM Email

None

Accepting New Clients

☐

Current Active Clients

1

Available Capacity

-1

Created

Today 12:27 · customapps

Mentoring Info

History

Assigned Engagements

No Data

Client Requests

No Data

CoMentoring Engagements

No Data

Revision #1

Created 2026-06-17 22:47:57 UTC by Admin

Updated 2026-06-17 22:49:14 UTC by Admin