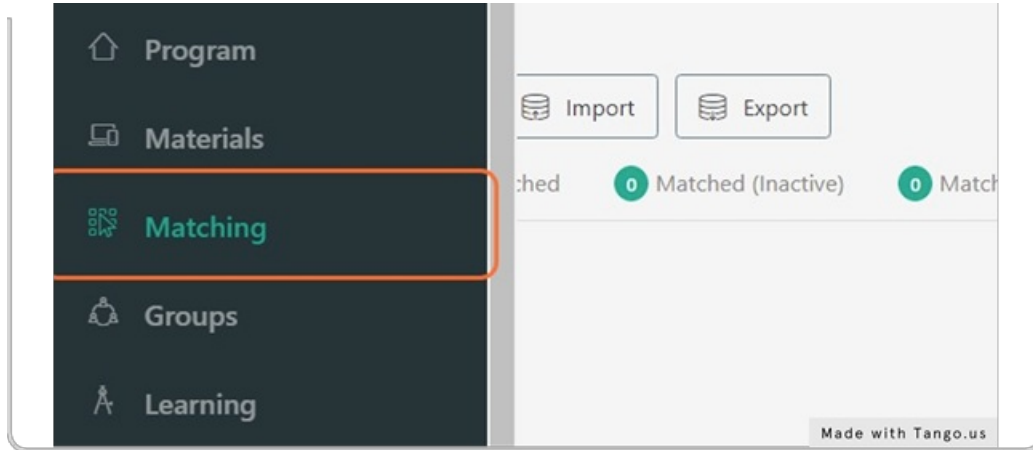


1:1 Matching

Last Modified on 03/26/2025 8:49 am EDT

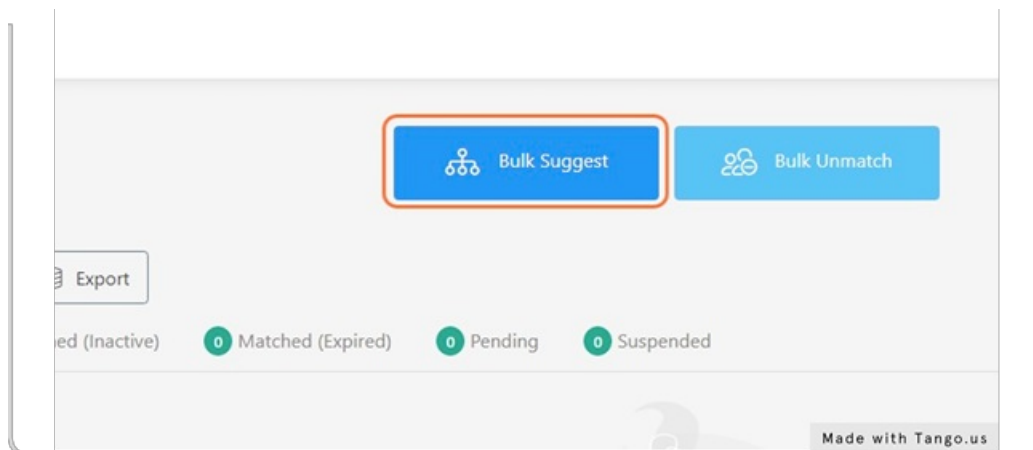
STEP 1

From the Qooper Admin Dashboard, Click on Matching



STEP 2

Click on Bulk Suggest



STEP 3

Set Max # of mentees each mentor can have*

STEP 4

Set minimum match rate %

Suggests mentors to the mentees.

Max # of mentees each mentor can have*

3

Min match rate %*

27

Exclude previously matched participants?

If checked, previous matched mentor-mentee pairs won't be suggested.

Name	Description	Weight
Specialties - Interests	Specialties and Interests will be used to calculate the match rate.	3 / 10
Employment - Employment	Employment and Employment will be used to calculate the match rate.	1 / 10
Barriers to Success - Barriers to Success	Barriers to Success and Barriers to Success will be used to calculate the match rate.	1 / 10

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STEP 5

Check "If checked, previous matched mentor-mentee pairs won't be suggested."

Exclude previously matched participants?

If checked, previous matched mentor-mentee pairs won't be suggested.

STEP 6

Click on Proceed

Focus: 2nd Choice will be used to

1 / 10

Match rate.

1 / 10

Proceed Close

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STEP 7

Select "details" to see applicant's survey responses, confirm to match, or skip to skip the suggestion.

Note: once confirmed, the participant will be notified via email

Confirm Suggestions

×

✓ Confirm All (2)

① EACH PARTICIPANT WILL BE NOTIFIED UPON CONFIRMATION.

SUGGESTED ▾



Michelle Newsome
Manager at Self employed
Mentee

100% Match Rate

Details

Confirm

Skip



Michelle Morse
Manager at HBA
Mentee

100% Match Rate

Details

Confirm

Skip

Close