



## OVERVIEW

AAHPM serves the needs of Mentor Match participants by pairing them with a willing Mentor, focused on advancing the member's personal career goals. Members are matched with a fellow AAHPM colleague based on professional skills that the mentee wants to acquire and that the mentor has to offer.

Mentees will be required to develop a specific set of goals which form the basis of the mentor-mentee relationship, and mentors are asked to work with the mentee on advancing these objectives.

In order to have the best possible partnering, both the mentor and mentee must clearly understand their roles.

All mentees and mentors are required to follow the guidelines below.

## PROGRAM GUIDELINES

- Mentors and mentees must be willing to assume the appropriate role as defined below.
- In order for this mentorship to be a success, mentors and mentees must fill out their Mentor/Mentee profiles as well as their AAHPM Connect profile.
- Both mentors and mentees must have a discovery call, to make sure they are a good match, and a wrap-up call, to make sure that the goals and expectations of the mentees were met.
- Mentees are encouraged to fill out the Mentoring Worksheet, which helps set their professional goals. This worksheet or any notes should be shared to the Mentors after the discovery call.
- One of the most important thing a mentor and mentee need to determine during the discovery call is figuring out the duration of their mentoring relationship.
- Mentors may not take on more than **two mentees** at a time. This is to make sure that each mentee is given the attention he/she deserves.
- Mentees may only have **one mentor** at a time.

## ROLE OF MENTOR

- In addition to enrolling as a Mentor, please complete your AAHPM member profile (which is populated with some of your membership information) so that Mentees can learn more about you. Be sure to add a photo, include information in your bio and details of your job history.
- Based on Mentoring Best Practices, Mentors are recommended to plan to have a scheduled phone call with their mentee at least once a month.
- Mentors lead the discovery call by walking through the Discovery Call Outline.
- When mentees give mentors topics in advance, mentors are encouraged to think about resources and experiences that can speak to that issue.

- Mentors are responsible to attend calls in a timely manner and provide as much advance notice as possible of conflicts requiring rescheduling. We recommend you give 48 hours' notice and reschedule the missed call ASAP.
- Mentors are requested to serve in a supportive and nurturing role, encouraging their mentees professional development and growth.
- Mentors are expected to be professional, courteous, and gracious in every interaction with their mentees.
- Once the mentoring relationship has ended, Mentors are asked to complete an exist survey. The survey will be emailed to you by an AAHPM staff member.

## ROLE OF MENTEES

- In addition to enrolling as a Mentee, please complete your AAHPM member profile (which is populated with some of your membership information) so that Mentors can learn more about you. Be sure to add a photo, include information in your bio and details of your job history.
- Mentees are responsible for initiating the relationship and must invite a person to be their mentor via Connect.
- Mentees are responsible for driving the relationship, meaning that mentees must have clear goals for what they want to achieve from participation and take responsibility for pursuing those objectives within the length of their mentoring relationship.
- Mentees should take the initiative and communicate with mentors to determine scheduled meetings, communicating at least once per month with their mentors. It is suggested that you plan your meetings out in advance.
- Mentees should be prepared with questions and goals to work on with their mentor during each scheduled session. Suggested best practice is to share topic for conversation a week before the call to give the mentor time to think about the issues.
- Mentees must keep scheduled commitments and provide advance notice of any unforeseen conflicts requiring rescheduling. We recommend you give 48 hours' notice and reschedule the missed call ASAP.
- Mentees may not ask their mentor for a job during or after the mentorship relationship is over. If you are looking for a job at any time during/after your mentoring relationship, please visit AAHPM's Job Mart (<http://aahpm.org/career/job-mart>).
- Mentees are expected to be professional, courteous, and gracious in every transaction with their mentor.
- Once the mentoring relationship has ended, Mentees are asked to complete an exist survey. The survey will be emailed to you by an AAHPM staff member.