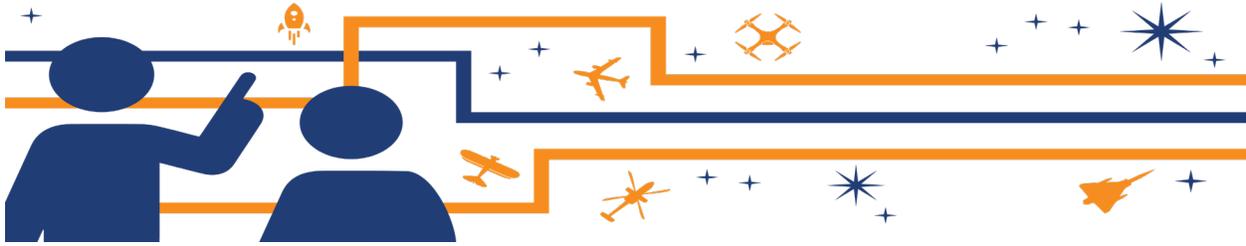


AIAA Mentor Match: FAQs

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GENERAL

What is Mentor Matching?

Mentor Matching is the latest addition to an expanding lineup of our services to support members' professional development needs. It is an online tool – including a searchable database – that facilitates the establishment of mentoring relationships. It is user driven, allowing registered Mentees to search among registered Mentors using specified criteria to find individuals whose experience and expertise match areas in which they wish to be mentored. Likewise, registered Mentors can search for and identify potential Mentees.

Is there a fee associated with using Mentor Matching?

Mentor Matching is a benefit of AIAA membership and is available only to members. There is no extra charge to use this resource.

How are Mentors and Mentees matched?

Members must first enroll as a [Mentor](#), [Mentee](#) or both. During the enrollment process, members will select preferences for various demographics (including communication preferences and mentoring topics) to establish their personal criteria.

A registered Mentee will visit the [Find a Mentor](#) page and fill in their search criteria to find potential Mentors. The Mentee will click the names of the potential Mentors to view their profiles. Once the Mentee has decided on a Mentor, they will click on the send-a-request badge (seen below the registered Mentor's profile picture). An email will be sent to the Mentor alerting them that they have been requested to be a Mentor. The Mentor will be able to accept or decline the request.

A registered Mentor will visit the [Find a Mentee](#) page and fill in their search criteria to search for potential Mentees. The Mentor will click the names of the potential Mentees to view their profiles. Once the Mentor has decided on a Mentee, they will click on the send-a-request badge (seen below the registered Mentee's profile picture). An email will be sent to the Mentee alerting them that they have been requested to be a Mentee. The Mentee will be able to accept or decline the request.

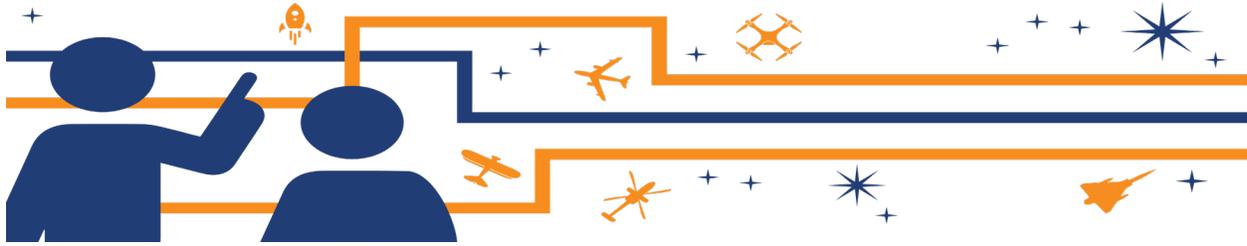
What happens if my Mentor/Mentee is behaving inappropriately?

All participants in the AIAA Mentor Match program are expected to abide by the AIAA Code of Ethics, Anti-Harassment Policy, and the Engage Terms & Conditions. Violations of these policies are taken very seriously and may result in exclusion from the program, or further action if necessary. If you experience inappropriate behavior within your mentoring relationship, please report it to AIAA staff immediately by emailing [Monique Alabi](#).

FOR MENTORS

How do I become a Mentor?

If you are an AIAA member, click [here](#) to enroll as a Mentor. You will be instructed to choose your preferences for various demographics and also to complete your [member profile](#).



Who are the Mentees?

Mentees are other members who are seeking advice and guidance with regards to their professional development.

Can I have more than one Mentee?

While there is no limit to the number of mentoring relationships you can establish, we encourage you to be judicious in selecting only Mentees who are most suited to learn from your expertise and experience. We recommend maintaining no more than two mentoring relationships at a time. You can limit the number of Mentee requests you are willing to accept on the [Mentoring enrollment](#) page.

How do I find Mentees?

Once you have enrolled as a Mentor, go the [Find a Mentee](#) page and select the criteria you want to use for your Mentee search. Click on the Mentees' names to view their profiles. Once you have found a good match, click on the send-a-request badge (seen below the Mentee's profile image) to send the Mentee an email request.

How will I know if a Mentee has selected me as their Mentor?

You will receive an email from the Mentee requesting you to be their Mentor. You will be prompted to accept or reject the request.

Is it okay to reject a request?

Yes, but there should be a good reason to do so. We encourage you to at least have an initial conversation to explore whether the relationship would be mutually fulfilling. If a potential Mentee has misinterpreted information in your profile, you may find them to be a bad match. If you want to decline a request, go to the [My Mentoring Relationships](#) page and check the "decline" button next to the specific request.

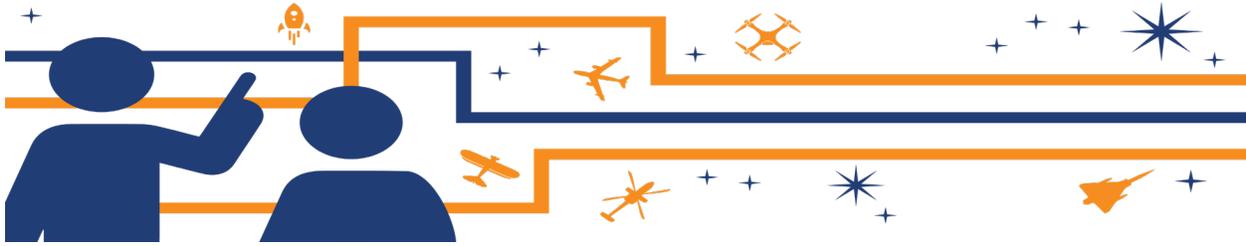
What if I'm going to be on vacation or unavailable temporarily?

Go to the [Mentor Enrollment](#) page, click the "Mentor Status" link then click on the checkbox next to "Temporarily Not Participating." Doing this will indicate that you are not accepting any Mentee requests at the moment, and your mentoring profile will not be included in a Mentee's search for a Mentor. It is your responsibility to communicate your availability to your existing Mentees.

How do I end a mentoring relationship?

If the mentoring relationship is complete, go to the [My Mentoring Relationships](#) page and mark the relationship as "completed."

If the mentoring relationship isn't working out, please kindly discuss your decision to end the relationship with your Mentee. Go to the [My Mentoring Relationships](#) page and mark the relationship as "completed." Please contact [Monique Alabi](#) if you need staff support or guidance on how to handle an unsuccessful mentoring relationship.



What are the expectations for participating Mentors?

We expect that you will fulfill your commitment to develop at least one mentoring relationship. We expect you to respond to initial requests from Mentees in a timely manner, and that you communicate with your Mentees as agreed upon by both you and your Mentees. We expect you to conduct yourself in a professional manner and to abide by the [AIAA Engage Terms & Conditions](#), the [AIAA Code of Ethics](#), and the [AIAA Anti-Harassment Policy](#).

How much time will I need to invest as a Mentor?

You and your Mentee(s) should agree on a schedule/frequency that works best for both of you. The most important thing is to discuss your mutual expectations about time and communication at the start of your relationship. We recommend setting a goal to communicate with your Mentee(s) once a week (by phone, email, or video conference) if possible. Keep in mind that mentoring doesn't necessarily require large amounts of your time. Even brief phone calls or email exchanges can make a big difference to your Mentees.

What benefits do I receive from the AIAA if I participate as a Mentor in the program?

All Mentors are volunteers. As an active program participant, you will receive a ribbon identifying you as a Mentor and the satisfaction knowing you are single-handedly shaping the future of aerospace!

FOR MENTEES

How do I become a Mentee?

If you are a member, click [here](#) to enroll as a Mentee. You will be instructed to choose your preferences for various demographics and also to complete your [member profile](#).

Who are the Mentors?

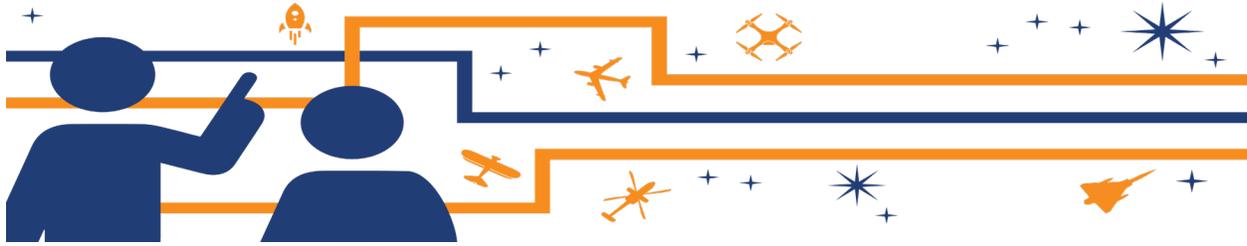
Mentors are other members who have volunteered their time to offer advice and guidance regarding your professional development.

Can I have more than one Mentor?

While there is no limit to the number of mentoring relationships you can establish, we encourage you to be judicious in selecting only Mentors who are most suited to your mentoring needs. We recommend maintaining only one mentoring relationship at a time. Please keep in mind that Mentors have limited time to offer and may have other Mentoring relationships.

How do I find a Mentor?

Once you have enrolled as a Mentee, go the [Find a Mentor](#) page and select the criteria you want to use to find a Mentor. Click on the Mentors' names to view their profiles. Once you have found a good match, click on the send-a-request badge (seen below the Mentor's profile image) to send the Mentor an email request.



What are the expectations for participating Mentees?

We expect that you will fulfill your commitment to develop at least one mentoring relationship. We expect you to respond to initial requests from Mentors in a timely manner, and that you communicate with your Mentor as agreed upon by both you and your Mentor. We expect you to conduct yourself in a professional manner and to abide by the [AIAA Engage Terms & Conditions](#), the [AIAA Code of Ethics](#), and the [AIAA Anti-Harassment Policy](#).

What should I do if I don't hear from the Mentor I requested?

If you don't hear from the Mentor within a week, feel free to contact them using the "Send Message" button on their Engage profile. They may have just missed the first message. If you still don't hear back, return to the [Find a Mentor](#) page and try another Mentor.

What if the Mentor isn't the right "fit" for my needs?

Sometimes, regardless of the information provided, Mentors and Mentees don't always "fit." If this happens, we suggest that you discuss your decision honestly and kindly with your Mentor; thank them for their time and then start a new Mentor search. Please contact [Monique Alabi](#) if you need staff support or guidance on how to handle an unsuccessful mentoring relationship.

How can I meet with my Mentor?

It is up to you and your Mentor to decide how, when and where you want to pursue your mentoring relationship. We recommend utilizing a variety of communication methods including phone, email, and video conferencing.

How long does the mentoring relationship last?

We recommend that you and your Mentor agree on a timeline that works best for both of you. The most important thing is to discuss your mutual expectations about time and communication at the start of your relationship. Most mentoring relationships should last from six months to a year.