

MENTORING GUIDELINES

The AOM Mentor Match program serves the needs of emerging scholars by pairing him/her with a willing mentor focused on advancing the mentee's professional career goals. These matches are based on professional skills the mentee wants to acquire and the mentor has to offer.

Mentees should develop a specific set of objectives which form the basis of the mentor-mentee relationship, and mentors are asked to work with mentees on advancing these objectives. This program is not about finding a job, but to grow professionally and develop a network.

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

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

Program Requirements and Recommendations

- The Mentor Match program is designed for Mentees to invite a Mentor, not for Mentors to invite a Mentee.
- In order to participate in this program, prospective mentees and mentors must be officially enrolled in the program, filling out their respective enrollment forms to create a Mentor Match profile.
- Participants are asked to commit for up to **one academic year**.
- At the end of the program, mentors and mentees have the option of ending the mentorship relationship or, if mutually agreed upon, can continue the relationship for another set period of time.
- Mentors and mentees are recommended to meet (online, phone) approximately once a month, but can agree to a different frequency, though best practices would be to meet on average once a month.
- Mentors may mentor 1-3 mentees at a time, depending on their own choice, considering their available time and resources.
- Mentees may only have one mentor at a time.

Role of Mentee

- Mentees are required to first complete their profiles on Connect@AOM, including their bios, since this information will help mentors.
- Mentees are responsible for initiating the relationship through the *Request a Mentor* link provided during the enrollment and search process.
- Once the request is accepted by the mentor, in advance of the first call, the mentee should introduce him/herself via email; providing short description of him/herself and desired goals of the mentoring, attaching a CV.
- 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. Prepare for the first call by completing the ***Mentee Worksheet***.
- Mentees should take initiative and communicate with mentors to determine meeting schedules and communicating at least once per month with their mentors.
- Mentees should be prepared with questions and goals to work on with their mentor during each scheduled session. Suggested best practice is to share topics for conversation a week before the meeting/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.
- Mentees are expected to be professional, courteous, and gracious in every interaction with their mentor.
- Mentees will be asked to complete a survey when the mentorship relationship officially ends to provide feedback about the program.

Role of Mentor

- Mentors are required to first fill out their profiles on [Connect@AOM](#), including their bios, since this information will be used by mentees to request possible matches.
- Mentors are recommended to meet with their mentees at least once per month.
- Mentors lead the first discovery call by walking through a **Discovery Call Worksheet**.
- When mentees give mentors call topics in advance, mentors are encouraged to think about resources and experiences that can speak to that issue.
- Mentors are responsible to participate on calls in a timely manner and provide as much advance notice as possible of conflicts requiring rescheduling.
- Mentors are expected to be professional, courteous, and gracious in every interaction with their mentees.
- Mentors are requested to serve in a supportive and nurturing role, encouraging their mentees' professional development and growth.
- Mentors will be asked to complete a survey when the mentorship officially ends to provide feedback about this program.