

DIA Community Mentoring Program FAQs

What is the DIA Community Mentoring Program?

DIA Communities Mentoring Lab is an online, member driven tool, that allows DIA members to find mentors or mentees based on their areas of interest.

Registered Mentees can 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?

DIA Mentor Lab is a members-only benefit, included with DIA membership. 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 Mentoring Venue 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 search for possible 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 Mentor badge (seen below the registered Mentor's profile picture) to request that person as their Mentor. An e-mail 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 possible 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 Mentee badge (seen below the registered Mentee's profile picture) to request that person as their Mentee. An e-mail 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.

FOR MENTORS

How do I become a Mentor?

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

Who are the Mentees?

Mentees are fellow DIA members looking for support in their career or area of expertise.

Can I have more than one Mentee?

While there is no limit to the number of mentoring relationships you can establish, we recommend that you be judicious in selecting only Mentees who are most suited to learn from your expertise and experience. You can limit the number of Mentee requests you are willing to accept on the [Mentoring enrollment](#) page. We suggest a maximum of 3 mentees.

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 Mentee 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 e-mail 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 him/her to be an inappropriate 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 for a period of time?

Go to the "[Mentor Enrollment](#)" page, click the "Mentor Status" link then click on the check-box 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."

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.

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

We recommend that you and your Mentees agree on a schedule 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. Keep in mind that mentoring doesn't necessarily require large amounts of your time. Even brief phone calls or e-mail exchanges with you can make a big difference to your Mentees. The annual meeting also offers a convenient venue for getting together with your Mentees over coffee or lunch.

What benefits do I receive from the organization 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, as well as recognition as an expert in your field.

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 to complete your [member profile](#).

Who are the Mentors?

Mentors are other members who have volunteered their time to support other members' careers.

Can I have more than one Mentor?

While there is no limit to the number of mentoring relationships you can establish, we recommend that you be judicious in selecting only Mentors who are most suited to your mentoring needs. 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 to "[Find a Mentor](#)" page and select the criteria you want to use for your Mentor search. Click on the Mentors' names to view their profiles. Once you have found a good match, click on the Mentor badge (seen below the Mentor's profile image) to send the Mentor an email request.

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

If you don't hear from the Mentor within one or two weeks, feel free to contact them using the contact information found on their profile page.

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 then start a new Mentor search.

Where 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. It is likely that most of your communication will occur by phone or electronically. The annual meeting offers a great opportunity to meet in person.

How long does the mentoring relationship last?

We recommend that you and your Mentor agree on a schedule 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.