



## 2016 Mentorship Program Frequently Asked Questions

### **Do I have to be a current ACHE member to apply for the Mentorship Program?**

Yes, you do have to be a current ACHE member. If you would like to become a member or renew an outdated membership, please visit the ACHE website: <http://www.ache.org/joinache.cfm>.

### **What is the formal six-month time period of this year's program?**

The formal program will begin in October 2016 and last through April 2017.

### **What is my role as a mentor?**

The role of the mentor is to guide the mentee based on the goals that are set together as a match. Mentors should be proactive and take responsibility for guiding the direction of the work with their mentee. Mentors should be available to meet/talk with mentees on a reasonably regular basis during the length of the program. Please review the Mentorship Program Handbook for more information.

### **What is my role as a mentee?**

The role of the mentee is to be an active participant in the mentorship process. The mentee should understand and be respectful of their mentor's time constraints, but should be proactive about communication with their mentor and arrangement of phone calls/in person meetings. Mentees who benefit most from the mentorship program will be those who think carefully about how their mentor can be most helpful to them and who come prepared to phone calls/meetings. Please review the Mentorship Program Handbook for more information.

### **How will mentor/mentee matches be determined?**

Matches are determined based on the compatibility of a variety of factors: career interests, experience levels, and additional information gathered as part of the application process. The Mentorship Program Committee will make every attempt to match all interested candidates, but due to the nature of the program, it may be unable to meet demand. Although rare, should this occur, you will be notified and kept on file for an upcoming match.

### **When/how will I find out who my match is?**

Mentors/mentees will receive their match's contact information a minimum of one (1) week prior to the Kick-off Event via email. It is recommended that mentees reach out to their mentors with an introduction prior to the event.

### **What is the Kick-off Event?**

The Kick-off Event occurs one week after matches are announced, serving as the official start to the formal six-month program. During this event, mentors and mentees will meet for the first time and outline the frequency of their communication, establish the goals of their work, and schedule their first formal one-on-one meeting. The partnership will be solidified with the signing of a "Mentorship Contract" to be turned in at the conclusion of the event. Attendance is strongly encouraged. This year's event will be held Tuesday, October 18, 2016 at 6:30 PM.

### **What is the Closing Event?**

The Closing Event offers a forum for networking and recapping on the experience of all mentor and mentee participants. The event is held at the end of the formal six month period in April 2017 and serves as the conclusion of the program. Additional details will be shared as the program progresses.

### **What should I wear to the Kick-off and Closing events?**

Please expect to wear business attire to both the Kick-off and Closing events.

### **What should I do if I have difficulty connecting with my mentor/mentee?**

If your mentor/mentee is not responding to both email and phone call communication, please contact the Mentorship Program Committee at [ACHEMentorship@gmail.com](mailto:ACHEMentorship@gmail.com) for assistance.

### **Can mentor/mentee relationships continue after the formal mentorship program?**

We encourage successful mentor/mentee matches to continue after the end of the formal mentorship program. The program serves to provide a structure through which ACHE of MA members can seek out mentorship experience; however, many matches enjoy informal relationships that continue long after the initial six months.