



Frequently Asked Questions

The following are answers to frequently asked questions about the Mentoring Program.
If you have any question that isn't answered below, click on "Help/Contact" and send us a message.

Quick Start Five Easy Steps to Get Started Immediately

1. Go to your mentoring program website
2. Login:
 - If you are already registered, enter your email address and password.
 - If you are not already registered, then register for the Mentoring Program by clicking on "Click here to register for access" in the login box under the words: "New to the Program?"
3. Set a goal for participating in a mentoring relationship
 - What do you want to accomplish?
 - What outcomes would you like to achieve?
 - What do you want to learn from others?
 - What experiences and knowledge can you pass on as a Mentor?
4. Set up your Personal Profile.
 - The more information you provide, the easier it is to create an effective connection
5. Connect with other participants who will mentor you or want to be mentored by you.

Question I'd like to participate but want to learn more about the mentoring process. How do I get started?

Check out the Mentoring Process page on the mentoring website under the "Getting Started" tab on the navigation toolbar. You do not need to have a mentoring partner identified before you can participate. The system has been designed to help you easily connect with others.

Question Will my manager be able to see my Personal Profile on the mentoring website?

Yes. If your manager is participating in the program, he/she will be able to see your Profile. And everyone participating in the program will have access to your Profile, so be professional, be appropriate, and be fearlessly confident.

It's highly recommended that you let your manager/supervisor know that you are participating in mentoring – your commitment to the program indicates a desire to learn, develop, grow, gain leadership skills, and contribute to your peers and the workforce. You can drive your development plans forward by participating in the Mentoring Program.



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Question	Am I obligated to mentor or be mentored by others if I complete a Profile or attend a Success @ Work and/or Success @ Mentoring webinar?
Answer	The "Success @" webinars are designed to provide you guidance and strategies for being successful at work and in mentoring. Attendance does not obligate you to mentor others or be mentored by others, but prepare you for when you are ready.
Question	Will I be paid for any mentoring activities?
Answer	Participation in the Mentoring Program or any program activities is not mandatory. If timing is not consistent with your schedule for any particular activity, engage your supervisor's support for attending or participating. Time spent in the Mentoring Program is not considered time worked for compensation; therefore, you will not be paid for engaging with a mentoring partner, and there is no overtime associated with it.
Question	If I'm participating in the Mentoring Program, will that help my performance review?
Answer	Participation in the Mentoring Program in and of itself will not guarantee improvement in your performance review. However, participation in the program can help you develop your skills and competencies, which will likely impact your performance. This can translate into an improved performance review.
Question	What if we have questions about the mentoring website or our mentoring relationship at any time along the way? Whom should we ask?
Answer	You can always use the "Help/Contact" link on the mentoring website navigation bar to submit your questions, comments, and suggestions. These questions will be forwarded to the mentoring team which is comprised of mentoring leaders and champions who are committed to your success.
Question	Will the conversations with my Mentor be kept confidential?
Answer	When you agree to have a mentoring relationship, we encourage you and your mentoring partner to sign a confidentiality agreement. This includes respecting the confidentiality of the relationship. Of course, if any conversation suggests future harm to you, your mentoring partner, or the company, your mentoring partner is obligated to notify HR immediately. The confidentiality agreement can be found in the Resource Center under the "Resources" tab on the navigation toolbar.

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Question **I'm currently working with a Mentor. Do we need to register our mentoring relationship on the Mentor Website?**

No, but if you do, you will receive weekly/monthly “progression emails” designed to structure and guide your relationship for greater effectiveness. In addition, your participation will be tracked allowing you to report it, which may assist you in your performance review.

Answer Also, you and your Mentor may find it useful to explore the mentoring website for additional tools and resources, tips and guidance to make your engagement even more effective. The website also includes information about the monthly “Success@Work” and “Success@Mentoring” webinar series that are chocked with valuable content and information to contribute to your success.

Question **What is the difference between a Quick Connect and a Mentoring Relationship?**

Quick Connect is a short-term connection designed to exchange information and resources and give you access to people throughout your organization. Think of peer-mentoring, informational interviews, quick conversations. Remember, mentoring happens even in simple conversations.

Answer **Mentoring Relationships** are for a longer term anywhere from 3 months – 12months and involves a project, a stretch assignment, a goal that threads its way through the relationship tenure and fosters ongoing opportunities to be developed through mentoring conversations.

Question **How can I join a Mentoring Group from the Program Directory?**

Groups are setup for various reasons. Some groups are established to join people with similar interests together, e.g. Women’s Network or Project Management. Other groups have been setup to drive a specific strategy, for example, Onboarding or Knowledge Transfer.

Some groups require its leaders/administrators to approve participation because they have specific parameters in place for their audience based on the purpose of the group.

Answer There are three ways to get join a group.

1. You can “Join a Group” by answering “yes” when you select “Join a Group”.
2. You can “Join a Group” by completing the Group’s required Profile, if any.
3. You can request to “Join a Group” and the Administrator of that Group must then approve your access, if you qualify.

Question **What are the Buddy, Speed and Mentoring Circles options in the Participation Profile?**

Buddy Mentoring

This is an opportunity to serve as a buddy for someone who has recently joined the company or a department. You will be called on to be their buddy when the need arises. As a buddy, you are the Mentor. In this role, your mentoring will help a newbie to acclimate quickly to the culture and navigate more successfully based on your similar experience.

Speed Mentoring

You will be notified of opportunities to participate in structured networking events called “speed mentoring” where participants engage in quick mentoring conversations. Similar to 'speed dating', speed mentoring allows you to meet many people in one event, but for the purpose of identifying potential mentoring connections.

Answer

Mentoring Circles

You will be notified of opportunities to participate in events where one Mentor gets together regularly with multiple Mentees/Protégés to mentor everyone simultaneously with the Mentor’s knowledge, wisdom, and experiences. Often the Circle is based on a goal or a particular topic. Sometimes the Circle meets just one time; other times the Circle’s Mentor rotates every month. Depending on your interest, you may be willing to serve as a Mentor for a Mentoring Circle.
