



Mentor Exchange Instructions

For the Mentor

Step 1: Sign Up

Click on "Be A Mentor" and complete the mentor profile [please note you will be prompted to login to the ASHP website]. Once you have completed this step your profile will be active and available for members to view.

Step 2: Accept the Mentoring Relationship

If you are selected to be someone's mentor you will receive an automated email. This email will provide you the name and email of the person who is asking you to be their mentor. You have the choice to "accept" or "reject" this mentoring relationship.

Step 3: Contact your Mentee

Once you have accepted the mentoring relationship, you may contact your mentee to begin the mentoring process. ASHP will officially recognize the mentoring relationship for six months, after which you can renew this relationship.

For the Mentee

Step 1: Sign Up

Click on "Get A Mentor" and complete your mentee profile [please note you will be prompted to login to the ASHP website]. Once you have completed this step your profile will be active.

Step 2: Browse Available Mentors

Browse and choose from a list of over 130 available mentors. You will also be able to read about their career paths and practice interest areas. Once you have selected a potential mentor, the system will automatically send an email to that potential mentor alerting them of your request to establish a mentoring relationship.

Step 3: Contact your Mentor

If the mentor accepts your mentoring request you may begin your mentoring relationship. You will be responsible for contacting your mentor to begin the mentoring process. ASHP will officially recognize the mentoring relationship for six months, after which you can renew this relationship.

Step 4: Begin your Mentoring Relationship

If your request is rejected, then search for a new potential mentor. Please note a mentor may reject a request for various reasons (work commitments, they might already have an established mentoring relationship, etc), but they are committed to participating in this program-so don't be discouraged.

Tips:

It might be a good idea to send your new mentor a copy of your CV so they have a better idea of your past experience. You should also discuss with your mentor the best way to communicate, via phone or email or in person (if possible). Think about what you want to get out of this mentoring relationship.