About the ASHP Guided Mentorship Program

The ASHP Guided Mentorship Program is designed to strengthen the pharmacy workforce by providing a dedicated opportunity to connect student pharmacists and new practitioners with experienced practitioners who can provide advice, guidance, and knowledge related to professional skill development, post-graduate pursuits, and ongoing career development. Through focused one-on-one mentor-mentee relationships, the mentoring pairs will engage in guided conversations and activities around career management, networking, and soft skill competencies.

General Frequently Asked Questions:

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2. How does this program differ from ASHP Mentor Match?
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Mentee Specific Frequently Asked Questions:

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10. What is my mentor’s role in my overall career development?
11. What are activities that my mentor and I can do together?
12. What if I no longer have time to be a mentee or do not wish to continue my participation in the program?
13. How do I know what my mentor expects of me?

Mentor Specific Frequently Asked Questions:

14. What are the expectations of a mentor?
15. What are some topics my mentee and I can discuss and/or activities we can do together?
16. What if I no longer have time to be a mentor or do not wish to continue my participation in the program?
17. I haven’t heard from my mentee, who should I contact?
18. How does the ASHP Guided Mentorship Program benefit me as a mentor?
19. How do I manage my mentees expectations?
20. What resources are available to me as a mentor?
General Frequently Asked Questions:

1. **What are the expectations for participants of the Guided Mentorship Program?**
   - Make a commitment to participate for the six month duration of the program.
   - Attend the Guided Mentorship Program Orientation webinar in September. For those unable to attend, a recording of the webinar will be provided for review prior to your first mentor-mentee meeting.
   - Meet a minimum of one hour per month for the six month program duration.
   - Adhere to [ASHP’s Code of Conduct](https://ashp.org/guidedmentorship). Please see [ashp.org/guidedmentorship](http://ashp.org/guidedmentorship) for a full list of program roles, responsibilities, and expectations.

2. **How does this program differ from ASHP Mentor Match?**
   The ASHP Guided Mentorship Program is designed to provide a more accessible and structured mentorship experience for ASHP members. This program provides guided activities and example documents for mentoring pairs and will be regularly evaluated for program effectiveness. After being paired by ASHP, mentees and mentors are expected to engage in mentoring activities throughout the established six month program duration.

3. **Who are the mentees?**
   Mentees are ASHP student or new practitioner members who value peer guidance as a factor of their professional development.

4. **What should I do if I am having communication challenges with my mentor/mentee?**
   If you have gone through numerous attempts to contact your mentor/mentee within appropriate business hours and after double checking the spelling/usage of the proper email, please contact ASHP at students@ashp.org for assistance.

5. **What should I do if I am having trouble accessing the ASHP-provided Online Resource Library?**
   If you are unable to access the ASHP Guided Mentorship Program Resource Library, please contact students@ashp.org so we can assist you in troubleshooting this problem.

6. **What platform should I use for my meetings?**
   Each mentoring pair is welcome to use whatever platform works best for both ongoing communications and virtual meetings. We encourage all mentoring pairs to discuss their preferred online platform either leading up to or during your first meeting. ASHP will not provide technology for mentoring meetings.

7. **What if my ASHP membership expires during the duration of the program?**
   Expired membership during the program may lead to inability to access mentorship materials designed to help you maximize your mentorship experience. Participants should renew their membership immediately upon expiration to ensure the continued growth and development of the mentoring relationship.
8. Can I continue working with my mentor/mentee following the program?
   At the end of the six month period, the mentoring relationship is complete. It is up to the pair to determine if they would like to continue meeting. ASHP supports continued mentorship outside of the Guided Mentorship Program if there is interest and availability of both the mentor and mentee. This should be discussed and agreed upon by both the mentor and mentee prior to the program completion. Continuation of this partnership is neither a program expectation nor requirement.

   If for any reason, you would no longer like to participate in the program before the six month conclusion, please be sure to communicate with your mentor/mentee and students@ashp.org.

Mentee Specific Frequently Asked Questions:

9. What are the expectations of a mentee?
   Your key role as a mentee is to facilitate the mentoring relationship so you can maximize the benefits of the ASHP Guided Mentorship Program including learning from your mentor and growing your professional network. It is the mentee’s responsibility to make first contact with their mentor, schedule meetings, and keep an open mind. We encourage you to utilize the mentee resources located in the Online Resource Library for assistance throughout the program duration.

   Specific mentee responsibilities include:
   - Identify and communicate the skills, knowledge, and/or goals you want to achieve
   - Take initiative to outline the expectations of the mentorship relationship, including developing and maintaining a meeting schedule and action plan
   - Be open and responsive to new ideas and ways of thinking, feedback, constructive criticism, and coaching from your mentor
   - Listen to your mentor’s feedback and suggestions, evaluate the advice and guidance, and take action

10. What is my mentor’s role in my overall career development?
    As a mentee, you are encouraged to ask your mentor to provide feedback on areas of professional development throughout the program’s duration. Do not be afraid to ask questions on any level; however, be sure to optimize your mentor’s time by coming prepared with questions and topics for discussion.

11. What are activities that my mentor and I can do together?
    There are several resources provided in the Online Resource Library to assist you with maximizing your mentoring relationship, including topic discussions, professional development resources, and suggested activities to engage in during your meetings with your mentor.
12. What if I no longer have time to be a mentee or do not wish to continue my participation in the program?
We encourage all participants to commit to participating in the Guided Mentorship Program for the full 6 month duration. If circumstances arise preventing you from doing this, please contact ASHP at students@ashp.org and your mentor as soon as possible to explain the situation.

13. How do I know what my mentor expects of me?
During your first meeting with your mentor, we encourage you to have a conversation using the Self-Reflection and Expectations Worksheet available in the Online Resource Library to establish expectations around goals for the program duration, the types of meetings that will occur, and the frequency of the meetings.

Mentor Specific Frequently Asked Questions:

14. What are the expectations of a mentor?
Your key role as a mentor is to provide guidance to your mentee and share openly about your experiences in pharmacy. The degree and extent of the experiences you share is strictly up to you and your mentee; however, offering your insight can be an excellent way to provide your mentee opportunities for growth.

Specific Mentor responsibilities include:
- Act as confidante, supporter, advocate, and/or guide to mentee
- Set a professional tone and ensure a safe and supportive environment
- Ask questions and engage in active listening with mentee
- Challenge the mentee to move beyond their comfort zone and engage in new modes of thinking and/or problem solving
- Facilitate mentee’s professional/personal development, goal achievement, and career growth by sharing resources and information, professional networks, personal experiences, and general feedback

15. What are some topics my mentee and I can discuss and/or activities we can do together?
While there is no set agenda for topics to be discussed throughout the program, the Online Resource Library has a detailed list of topics and activities you can do with your mentee. Mentees are expected to come prepared for these meetings.

16. What if I no longer have time to be a mentor or do not wish to continue my participation in the program?
We encourage all participants to commit to participating in the Guided Mentorship Program for the full 6 month duration. If circumstances arise preventing you from doing this, please contact ASHP at students@ashp.org and your mentee as soon as possible to explain the situation.

17. I haven’t heard from my mentee, who should I contact?
The mentee is responsible for coordinating the monthly one-on-one meetings. If your mentee has not reached out to you, please contact ASHP at students@ashp.org.
18. How does the ASHP Guided Mentorship Program benefit me as a mentor?
   The biggest reward we hope all mentors gain through their experience with the ASHP Guided Mentorship Program is seeing the growth and development of your mentee throughout the program duration. You will also gain mentorship experience outside of the workplace, furthering your professional development skills and career growth.

19. How do I manage my mentee’s expectations?
   During your first meeting with your mentee, we encourage you to have a conversation using the Self-Reflection and Expectations Worksheet available in the Online Resource Library to establish expectations around goals for the program duration, the types of meetings that will occur, and the frequency of the meetings.

20. What resources are available to me as a mentor?
   The Online Resource Library contains a number of useful documents for mentors to use throughout the program duration.