

Mentoring Program FAQ for Mentees and Mentors

This document provides a quick glance at frequently asked questions (FAQs) for the NOSORH Mentoring Program to both the mentors and mentees. It does not replace the information available in the Mentor Guide or Mentee Guide which provides greater detail for each item.

Who is eligible to apply?

Mentee:

To be eligible for participation, mentees must:

- be in a senior leadership position of the SORH (SORH Director or equivalent),
- agree to devote at least two hours per month to the Mentor program,
- complete an orientation call with NOSORH staff and their mentor,
- agree to attend the NOSORH 101 webinar and the New SORH Orientation at FORHP, and
- have a goal for the mentoring experience.

Attendance at other meetings will be encouraged, but not required for participation in the mentoring program.

Mentor:

Mentor must have served as the SORH Director or equivalent for at least five years, anticipate being employed in the same position for the next 12 months, agree to devote at least 2 hours per month to the assigned mentee, and complete an orientation call with NOSORH staff and their mentee.

How do I apply to participate in the NOSORH Mentoring Program?

Mentee:

Mentees will apply to participate in the mentoring experience on a rolling basis, but without restrictions on when they may opt to do so. New Directors may apply as a mentee regardless of their current tenure as director (or equivalent) of the office.

Mentees can sign up to participate in the program by completing the following application:

<https://www.surveymonkey.com/r/D6DFR7R>

If a mentor has already been identified, the mentee will have the opportunity to request that on the application, to be confirmed with the requested mentor. NOSORH staff will check to ensure that the eligibility criteria are met.

Mentor:

Mentors can sign up to participate in the program by providing their contact information and indicating their areas of expertise on the form here: <https://www.surveymonkey.com/r/DTPLBBN>

As areas of expertise are updated and office priorities shift, mentors will be asked to resubmit their commitment to the NOSORH mentoring program annually during the summer months. NOSORH staff will review all applications to ensure that they meet eligibility criteria and notify the applicant with any additional questions or issues.

Mentors may request a specific individual if they have already begun working with someone informally. If no mentor has been indicated initially, prior to making any pairing decisions, NOSORH will provide mentors with the mentee information. Mentors will have 2 business days to review and respond with their decision.

What is expected of me as a participant in the NOSORH Mentoring Program?

Mentee:

Mentees will be required to attend one webinar and one face-to-face meeting, while encouraged to attend another optional meeting and utilize the Educational Exchange Scholarships. These activities include, but are not limited to:

New SORH Orientation (required): a required orientation meeting for all new key SORH staff; check your NOA for language regarding this required meeting. You will receive an invite from NOSORH on this, you do not need to reach out to us.

NOSORH Annual Meeting – New SORH Session (pre-conference): all mentees will be encouraged to attend this meeting and meet with their mentor (if available). This is an optional activity.

NOSORH 101: What's in it for you (required): all mentees will be required to attend this 1-hour webinar before the end of their mentoring experience.

Educational Exchange Scholarships: mentees and mentors are encouraged to use the scholarship to meet face-to-face as needed but are not required to meet face-to-face with their mentors

Mentor:

The Mentor can expect to spend approximately two hours per month with their assigned mentee over an anticipated 6-month period. NOSORH provides the Mentors with a guide that includes: (a) mentoring tips, (b) a mentoring checklist, (c) a suggested outline and agendas, and (d) a copy of the mentee Goal and Objective Development worksheet. This worksheet will help the mentee through the process of creating measurable goals and objectives for the mentoring experience.

Mentors will have a call with NOSORH staff and their mentee to review expectations for participation and ensure the mentor and mentee have an opportunity to address any questions or concerns.

What type of evaluation and follow-up can I expect?

Mentee:

As each mentor and mentee experience will require the development of individualized goals and objectives, these will differ for each pair. Some common demographics and experiential measures will be captured from all participants for process evaluation and quality improvement efforts. Mentees will be asked to identify their goals and objectives with measurable outcomes, which will in turn identify the evaluation measures of the mentoring experience.

Mentor:

Rather than a survey, mentors will be followed up with by NOSORH staff via a phone conversation. NOSORH staff will offer an opportunity to share constructive feedback to NOSORH that will enhance the mentoring experience for all parties in the future.

Follow-Up:

Mentors and mentees will be sent an electronic evaluation one year after they have completed the mentoring experience. This evaluation will include questions related to ongoing relationships between mentors and mentees, as well as impact of their mentoring experiences.

How will the results of my mentoring experienced be used and who will see it?

Results of the evaluation will be shared with all relevant internal and external stakeholders, including required reporting under the NOSORH Cooperative Agreement with the Federal Office of Rural Health Policy. Additional opportunities for sharing mentoring experiences, identified by the SORH, are to include example stories in NOSORH newsletters and ensure an opportunity for mentors and mentees to discuss their experiences at regional meetings.