

**The Brigham and Women's Hospital Workforce Initiative
Mentor Program
FAQ Fact Sheet**

1) Q. What is the Mentor Program?

A. The Mentor program is designed to match employees enrolled in sponsored workforce initiatives to experienced professionals in the healthcare field. Healthcare professionals will assist individuals with professional and personal growth by encouraging them to pursue their goals, share their knowledge and experiences, and provide them with support and guidance.

2) Q. Why is BWH developing a mentor program?

A. The mentor program is being developed to compliment resources already offered through the BWH Workforce Initiative. The goal is mentees will have an opportunity to create an active network of professional contacts that will assist when seeking to advance in the organization.

3) Q. Who is eligible to participate in the mentor program?

A. Employees enrolled in sponsored workforce initiatives are eligible to participate. Examples of these programs are: 1) Career coaching, 2) Passport to Advancement, Patient Care Assistant Training; 3) Surgical Technology Program; 4) Allied Health Initiative; and 5) recipients of the Educational Financial Assistance Program.

4) Q. What resources will be available to mentees?

A. Mentees will have an opportunity to have individual meetings with his/her mentor, participate in workshops, job shadowing, access to educational resources and their mentor's professional network.

5) Q. What resources/support systems will be available to mentors?

A. Mentors will have access to trainings, workshops and support sessions to assist them in the mentoring relationship.

6) Q. How much time will I be required to commit to the program?

A. Both mentors and mentees are asked to commit to a minimum of one year to the program, be available to have monthly meetings, attend an orientation session and participate in workshops.

7) Q. What is the role of the mentor?

A. The role of the mentor is to share their time, aspirations, goals, knowledge and skills with the mentee. The mentor will assist individuals with professional and personal growth; assist the mentee in assessing his/her strengths and areas of improvement.

8) Q. What is the role of the mentee?

A. The role of the mentee is to be proactive in the relationship and seek out information that will be beneficial to his/her professional goals. The mentee must be open to feedback and advice, and willing to ask questions.

9) Q. What is the role of the career coach?

A. The role of the career coach is to provide employees enrolled in sponsored workforce programs with career guidance/counseling, and provide valuable tips on how to navigate the college process. The career coach is a resource for employees seeking guidance on how to develop a resume and sharpen his/her interview skills.

10) Q. How will mentors be selected?

A. Mentees will be given the first opportunity to choose his/her mentee.

11) Q. What if I'm unsuccessful in identifying a mentor?

A. The program will conduct outreach efforts to assist in recruiting mentors.

12) Q. I don't think my mentor or mentee is a good match, who can I talk to?

A. Contact the program coordinator to talk through the situation. The program coordinator will assist in providing options for handling the situation and recommending next steps.

13) Q. Why should mentors complete the tracking form?

A. The tracking form will assist the mentor in keeping track of interactions with mentees. The data obtained will assist workforce development in evaluating the effectiveness of the mentor program.

14) Q. How often should the mentor submit the tracking form to workforce Development?

A. Tracking forms should be submitted to workforce development each month. Forms may be sent to workforce development in one of the following ways:

- Electronically to bwhwfd@partners.org;
- Fax: 617-713-1964; or
- Via interoffice mail to HR Satellite Office, 741 HN, Workforce Development

For information on the mentor program and/or workforce initiatives, contact workforce development at 617-713-3738, or visit us at

<http://www.brighamandwomens.org/HumanResources/workforcedevelopment.aspx>