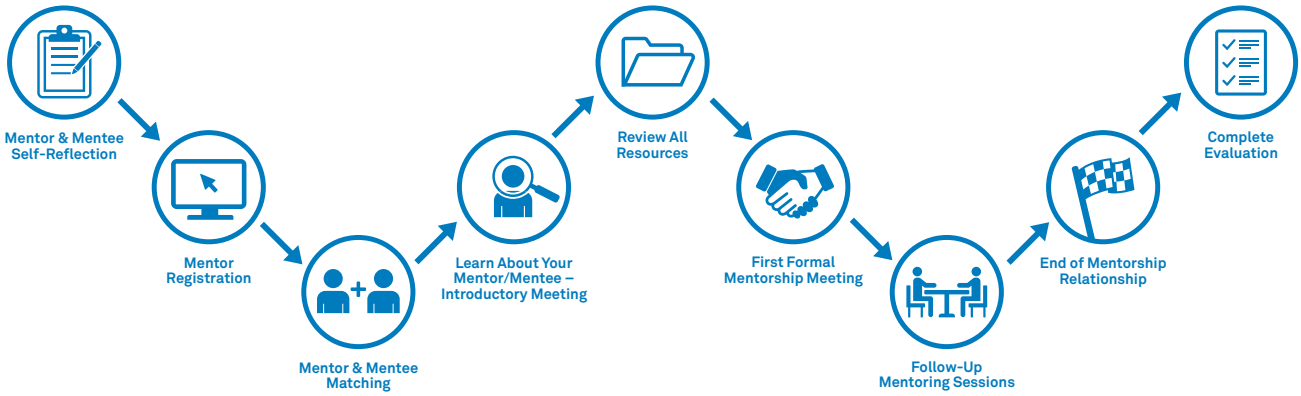
Step-By-Step Mentorship Journey for Mentors

Head to the circle platform and place your cursor on the mentoring label.
Select Start your membership Journey.



- Click on Access self-reflection here.
- Download and fill out the mentor self-reflection document. This document is a guide you can refer to through your mentorship journey, if needed. It is for your personal use, but you are free to share with your mentee.
- Once completed, you can continue to step 2.

- Click on the mentoring label on the mentoring home page, which will then take you to the mentors registration page.
- Click on the blue 'Apply to be a mentor' button.
- Fill out the required fields and submit your application.
- Once submitted, you can continue to step 3.
- Tip: review your profile on your Circle account to share additional details about your experience and career.

- You will receive messages from potential mentees requesting to establish a mentorship relationship.
- Once your receive a message, you can choose to either accept or refuse the relationship. You will be given an opportunity to provide a rationale for your decision.
- When completed, you can continue to step 4.

- Fill out the get to know your mentor document.
- Once completed, contact your mentee to schedule the introductory meeting.
- Once the introductory meeting is over, you can decide if the match meets both of your expectations. If you decide to not continue the relationship, go to step 8. Not all mentor/mentee matches are the right fit, and that is okay.
- When decided, if you continue the relationship, go to step 5.

- Consult the available resources, including mentorship tips, phases of mentorship and roles and responsibilities, to make sure you know what is expected of you as a mentor.
- Once the review of materials is complete, you can continue to step 6.

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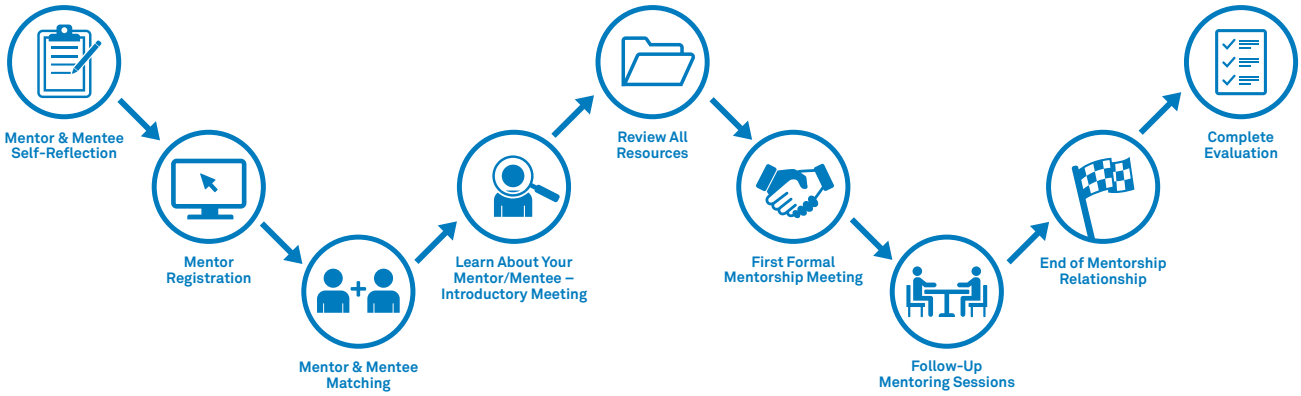

- Schedule your first formal mentorship meeting with your mentee.
- Go over the confidentiality form, the goals and objectives and next step's activities to make sure the mentorship relationship is going to be fulfilling for both of you.

- Refer to the different documents available to help you navigate your mentorship relationship.
- Continue scheduling mentoring sessions with your mentee until both of your mentoring needs are fulfilled.
- You can take advantage of the other resources on the Circle such as the Career Support Resources to expand the material used during the mentorship relationship.

- Once you have mutually decided that the mentoring relationship is completed, you can end it by clicking on "check my mentoring space" on the mentoring home page.
- Then, hover over your mentee's profile and select the three dots on the upper-right corner and click on "end relationship". You will be given the opportunity to provide a rationale behind the end of the mentorship.
- Please note that this step should not come as a surprise for your mentee. You would preferably have a discussion with them before deciding to end the relationship.

- Complete the National Mentorship Program Evaluation to give your comments and feedback on your mentorship journey.

If you have any questions or concerns regarding the CCHL National Mentoring Program, please do not hesitate to contact Josiane Mercier, Member Support and Program Coordinator at jmercier@cchl-ccls.ca.

CIRCLE

Step-By-Step Mentorship Journey for Mentees

Head to the circle platform and place your cursor on the mentoring label.
Select Start your membership Journey.

- Click on Access self-reflection here.
- Download and fill out the mentee self-reflection document. This document is a guide you can refer to through your mentorship journey, if needed. It is for your personal use, but you are free to share with your mentor.
- Once completed, you can continue to step 2.

- Click on the mentoring label on the mentoring home page, which will then take you to the list of available mentors.
- Consult the mentors' descriptions by clicking on their name to view their full profile. You can filter the mentors by expertise, language, employment category or location.
- Target the mentors that fit the experience and expertise that you are looking to gain to meet your mentoring relationship expectations.
- Once done, you can continue to step 3.
- Tip: review your profile on your Circle account to share additional details about your experience and career.

- Send a personalized message to the potential mentor providing information about yourself and indicating your expectations for the relationship.
- Once the message is sent to the mentor, you will later receive a message indicating if they accept or refuse the mentoring relationship.
- Once completed, you can continue to step 4.

- Fill out the get to know your mentee document.
- Once completed, contact your mentor to schedule the introductory meeting.
- Once the introductory meeting is over, you can decide if the match meets both of your expectations.
- When decided, if you continue the relationship, go to step 5.

- Consult the available resources, including mentorship tips, phases of mentorship and roles and responsibilities, to make sure you know what is expected of you as a mentee.
- Look at the mentorship tips, phases of mentorship and roles and responsibilities to know more.
- Once the review of materials is complete, you can continue to step 6.

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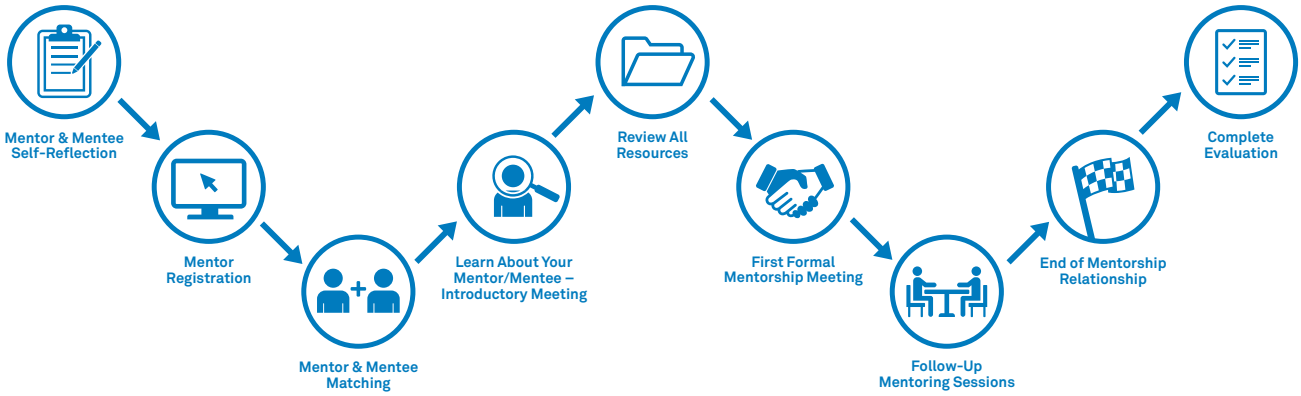
Step-By-Step Mentorship Journey for Mentees



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