

## Canadian Evaluation Society (CES) – Mentoring Initiative

### Mentoring FAQs

<p><b>What is mentoring?</b></p>	<p>Mentoring is a relationship where someone experienced (the mentor) provides someone less experienced (the mentee) with desired evaluation-related support, advice or guidance. Mentees may be at any career stage.</p> <p>Mentoring is not asking a mentor to be hired, create a survey, or conduct a GBA Plus analysis.</p>
<p><b>Who is eligible to access the mentoring platform?</b></p>	<p>All CES members can access the platform.</p>
<p><b>How should a mentee choose a mentor?</b></p>	<p>Mentees should choose a mentor based on their professional learning and development objectives. Once they have determined their objectives, mentees can use the platform to search for a mentor.</p>
<p><b>What is a mentoring agreement?</b></p>	<p>A mentoring agreement establishes the terms and conditions of the mentoring relationship. It clarifies the responsibilities, objectives and expectations of the mentoring relationship so that mentoring is successful and mutually beneficial.</p>
<p><b>How long does a mentoring relationship last?</b></p>	<p>There is no prescribed length. The mentor and mentee decide on the length together and continually assess the relationship based on the mentee's learning and development objectives.</p>
<p><b>When does the mentoring relationship end?</b></p>	<p>Since participation is voluntary, either participant may decide to end the relationship. Common reasons to end the mentoring relationship include:</p> <ul style="list-style-type: none"> <li>- The mentee has achieved their learning objectives.</li> <li>- The mentoring relationship does not meet one of the participant's expectations or needs.</li> <li>- One of the participants is not respecting their commitments.</li> <li>- There is a conflict or incompatibility of personalities or values.</li> </ul>
<p><b>If I am a mentee, how can I sign up to be a mentor?</b></p>	<p>Go to your Mentoring Profile and click on the "Edit your profile" button. Select Mentor, and then complete the Mentor questions.</p>

<p><b>If I am a mentor, how do I sign up to be a mentee?</b></p>	<p>Go to your Mentoring Profile and click on the "Edit your profile" button. Select Mentee, and then complete the Mentee questions</p>
<p><b>I am currently a mentor. How do I change my status to not accepting mentees?</b></p>	<p>Go to your Mentoring Profile page and change your status.</p>
<p><b>I only speak one language (English or French). What do I put in the other language space?</b></p>	<p>If you speak only one language, simply copy and paste the same text into the other language field.</p>
<p><b>How do I switch between my mentor and mentee profiles?</b></p>	<p>Go to your Mentoring Dashboard and click on your other profile. You will need to have previously completed all the required information on the Mentor and Mentee Profiles.</p>
<p><b>Can I register as both a mentor and mentee?</b></p>	<p>Yes, you can register as both when you first sign up, or you can edit your profile after you have signed up to add Mentor or Mentee and provide the additional information.</p>
<p><b>When I try to access the mentoring pages, I get a message saying, "Access Denied."</b></p>	<p>You need to log into your CES account to access the Mentoring Initiative.</p>
<p><b>Does the CES Mentoring Initiative share my email with mentors or mentees?</b></p>	<p>As a mentee, a prospective mentor will only see your email when you connect with them, i.e., it appears in the email "From" line. Mentors' emails are only shared if you respond to a prospective mentee, as you respond through your own email platform.</p>
<p><b>Does the CES Mentoring Initiative keep a record of the content of emails?</b></p>	<p>No. The CES Mentoring Initiative only keeps track of to whom you sent messages and who received them. It does not record the contents of the message.</p>

<p><b>What do the icons represent?</b></p>	<p>The home icon takes you to your Mentoring Dashboard.</p> <p>The search icon takes you to the mentor search screen.</p> <p>The email icon takes you to the email log where you see the list of emails you have sent and received.</p> <p>The person icon takes you to your Mentoring Profile, where you can switch profiles between your mentor and mentee profile (if you are signed up for both), and access the "edit your profile" button.</p>
<p><b>How do I search for mentors?</b></p>	<p>Click the search icon from any screen in the Mentoring Initiative or click on the search button in your Mentoring Dashboard</p>
<p><b>How do I access the Mentoring Initiative?</b></p>	<p>You need to be a CES member. Once you have purchased a CES membership, go to the Mentoring Page under the Career Building tab and register.</p>
<p><b>How do I access the mentoring initiative after I have registered?</b></p>	<p>Go to the Mentoring Initiative page under the Career Building tab of the CES website.</p>
<p><b>Can I search for mentors using multiple categories?</b></p>	<p>You can filter your mentor search by language, location, areas of expertise, methodologies or CE status, but you can only search for one category within each filter.</p>
<p><b>Can I reach out to more than one mentor at a time?</b></p>	<p>Yes, you may contact more than one mentor at a time. However, please notify anyone you've contacted if you are no longer seeking to be mentored by them. Periodically the Mentoring Initiative will announce group mentoring opportunities around identified topics. You will be notified when such opportunities arise.</p>
<p><b>How long does it take to get a mentor?</b></p>	<p>Finding a good match for your mentoring needs is a process. You may need to meet with a prospective mentor a few times to figure out if the two of you are a good fit. If you have not heard back from a prospective mentor within one week of sending them an email, you can send a follow-up email. The CES Mentoring Initiative encourages mentors to respond to mentee emails within one week of receiving the email.</p>
<p><b>How do I send an email to a mentor?</b></p>	<p>After you have located a mentor on the search page, click on their profile card. The email button will be at the top of their profile.</p>

**I have found a mentor whom I would like to contact but I don't see the email button on their profile.**

If you have completed the mentee registration form, or added mentee to your profile, you should see an email button on the Mentor's Profile card. If you don't see the email button, you are not currently enrolled as a mentee. You need to edit your profile to select you want to be a mentee and add a short introduction.