



SciPAC Mentoring Quick Reference Guide



What is Mentoring and Why is it Important?

Mentoring is a relationship between a volunteer mentor and mentee. The primary objectives of the relationship are (1) to help the USPHS best complete its mission by strengthening its cadre of Officers and (2) to advance the mentee's professional development and help the mentee achieve their career goals.

A mentoring relationship is beneficial to the mentor and mentee because:

- Mentoring will help focus the mentee's career in positive ways (e.g., understanding the need for and establishing an individualized career plan)
- Mentoring will not only help the mentee prepare for promotion, but also aid in meeting other career milestones (e.g., finding billets of increasing responsibility and leadership)
- Mentoring provides the mentor with the opportunity to exemplify and further develop their leadership skills and serve as a role model for the mentee
- Mentoring is an expected professional role to show clear evidence of leadership capability and investment in the mission of the Corps

Mentees will:

- Proactively shape the relationship and initiate contact
- Prepare for meetings, be on time, and have an agenda to share with the mentor
- Gain insight into PHS's organizational and political culture
- Develop a larger network of professional colleagues and contacts
- Build upon their existing strengths and receive guidance on potential areas of growth
- Learn from someone else's mistakes!

Some of the activities a mentor can help with include:

- Creating or revising goals, objectives, and career plans
- Identifying potential rotational assignments or job shadowing activities
- Identifying possible formal training activities to enhance knowledge and skills
- Giving career advice and sharing experience through personal stories and lessons learned
- Encouragement to try new projects or assignments
- Connection with other sources of information about career opportunities and growth
- Identifying opportunities for promotion and identification of unique skills of the mentee

Mentors will have:

- Time commitment of approximately one hour of support per month
- Interest and willingness to mentor a junior officer
- Knowledge of PHS and expertise in the same general area as the mentee
- Interpersonal and communication skills and will not be judgmental or critical
- Respect, credibility, desire to serve as a positive role model, and maintain confidentiality

Mentors, but especially mentees, should be proactive in establishing and maintaining the relationship. An initial, in-person meeting (when possible) is recommended. At least quarterly check-ins are advised after the initial meeting. The mentor and mentee should discuss the frequency of meetings and the duration of the relationship. If there are any concerns, contact the Mentoring Subcommittee for confidential advice and feedback.