



## **MENTOR PROGRAM**

# Mentor Description & Responsibilities

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What is a Mentor? – A mentor is defined as a leader in an organization who shares his/her unique experiences, skills and strengths in support of a Mentee's development.

As a mentor in the Metropolitan Philadelphia Chapter Mentoring Program, I agree:

- To complete a survey for use in identifying potential matching candidates;
- That I may or may not be matched to a candidate during the process;
- To not use the Mentoring Program to recruit staff for my employer;
- To commit to spending an appropriate amount of time to establish an open and trusting relationship with the Mentee;
- To support and guide personal and professional growth for the Mentee within their current employer and within the Metropolitan Philadelphia Chapter of HFMA;
- To share specialized knowledge and experiences with the Mentee;
- To share my experiences within HFMA and to provide the Mentee with information to pursue leadership roles within HFMA;
- To encourage the Mentee to accept new challenges and overcome obstacles;
- To encourage the Mentee to seek HFMA Certification (CHFP/FHFMA/CRCR);
- To provide the Mentee with honest and open feedback;
- To work with the Mentee to seek mutual agreement on goals and expectations;
- To provide honest feedback on the results of the Mentoring Program to the designated Chapter Contact