

TOP 10 FAQ

NIH-HHS MENTORING PROGRAM

1. When can I sign up to be a mentor/mentee?

You can create a profile at any time throughout the year; however, we do establish cohorts in April and October each year.

2. When can I take the Mentoring Program Orientation?

The orientation can be taken online at any time by accessing LMS and searching for the “NIH-HHS Mentoring Program Orientation”.

3. The system is not accepting my email address when I attempt to register. Who can I contact for help?

Please contact: hhsmentoring@hhs.gov

4. There is a mentor I wish to be matched with but I cannot see them when I do a search. I know they are in the system, but I can't find them.

Restrictions on the system only allow a mentee to search for a mentor up to 2-grade levels above them. If there is someone you would like to be matched with but whom you aren't seeing in the system, please send us an email and we will manually match you together.

5. Is there an application I need to fill out in order to join the Mentoring program?

There is no application. You just need to go to: <https://mentoring.hhs.gov/index.aspx> and create an online mentee or mentor profile.

6. I am having trouble finding a mentor. Can someone help me with this?

Yes, please send an email to the NIH Mentoring address at: nihhhsmentoringprog@od.nih.gov to request assistance in finding a mentor. Please include information such as preferred career title or career path, competencies, experience, or location.

7. As a mentee, how many mentors can I have in the system?

You may only have one official mentor in the system; however, you are free to have as many unofficial mentors outside of the system as you wish.

8. As a mentor, how many mentees can I have in the system?

You may have up to 5 mentees.

9. I have sent a request to a mentor who has not declined my request; can you delete the request from my profile?

Unfortunately we cannot delete requests on our end. You will need to contact the individual and ask them to delete the request.

10. How do I closeout my mentoring relationship after the one-year period?

Closeout guidance can be found here:

http://trainingcenter.nih.gov/hhs_mentoring.html#closing.

