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NIH-HHS Mentoring Program Information Session

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What is mentoring?

Mentoring is a development partnership through which an individual shares knowledge, skills, information, and perspective to foster the personal and professional growth of someone else.



Well Done

Listening



MENTORING

Time



Support

A Helping Hand



Agenda

1. Overview of the NIH-HHS Mentoring Program
2. Mentee and Mentor Roles, Responsibilities and Benefits
3. Use of Competencies
4. Overview of the Mentor Matching System (MMS) and the Matching Process
 1. Account Setup
 2. Matching
 3. Demo
5. Next Steps



Overview of the NIH-HHS Mentoring Program “Partnering for Excellence”

- Two Platforms (Senior-to-Junior, Peer-to-Peer)
- Across NIH and HHS Operating Divisions (OPDIVs)
- Online Mentor Matching System (MMS)
- Competency and Individual Development Plan (IDP) Development
- One Year Relationship
- Professional Development HHS and NIH Events and Activities
- Open to Federal Employees



Program Requirements

- **All Participants (Mentors and Mentees):**
 - Supervisory Approval
 - On-Line Orientation Through LMS (takes less than 30 minutes)
 - Mentoring Agreement
 - One Year Commitment
 - Stay Connected (one hour monthly)
- **Mentees (additional):**
 - Individual Development Plan
 - Drive the Relationship



Roles and Responsibilities of Mentees

- **Know** yourself, your goals, and what you are seeking.
- **Communicate** the above, your needs and expectations, as they evolve and change.
- **Learn and grow**, as an individual and as a partner in the relationship. Be proactive, flexible, open to change, and able to accept feedback.
- **Drive** the relationship.
- **Collaborate** with the mentor to identify skill and competency strengths and weaknesses.
- **Keep** supervisor appraised of participation and progress.

Benefits for Mentees

- **Build New Skills**
- **Sounding Board**
- **Valuable Direction and Insight**
- **Bridged Gaps**
- **Understanding** of Strengths and Opportunities for Improvement
- **Different Perspective**



Roles and Responsibilities of Mentors

- **Advise** in developing and achieving professional goals (IDP), on complex situations or problems, and offer observations.
- **Guide** in learning about, and functioning successfully within, an organization.
- **Model** professional behavior and integrity.
- **Share** their own experiences (successes and failures) and offer insights.
- **Support** and council, provide developmental advice and feedback.

Benefits for Mentors

- **Contribute** to the Individual and the Organization, Pass on Successes
- **Practice** Interpersonal and Management Skills
- **Enhance** Status, Become Recognized
- **Expand** Horizons, Extend Your Network, Gain a Broader Perspective
- **Opportunity** to Reflect on Your Current Practice

As the saying goes, "if you help someone up the hill, you get closer to the top yourself."

Why should I join?

- Lead and Develop Others
- Expand Professional Network
- Contribute and Invest in Agency Mission (HHS and NIH)
- Promote Self-Worth and Empowerment
- Develop Positive, Reciprocal Relationship
- Contribute to Creating Healthier Communities
- Improve Morale and Employee Retention



Competency Framework



- **Benefits of Using Competencies**
 - Strengths and Development Areas are Categorized by Competencies
 - Facilitates Matching of Needs in Pairs
 - Mentoring Program Assists in Developing Competencies
 - Mentoring, Coaching, and Motivating Others are NIH Leadership Competencies
- **For More Information:**
 - Packet Handouts: NIH/HHS Competencies in Translation
 - NIH Competencies <http://hr.od.nih.gov/competencies>
 - Competency Leadership Framework Model:
<http://hhsu.learning.hhs.gov/competencies/comps-index.asp>

Mentor Matching System (MMS)

3 Options for Mentees to Find a Mentor Using the MMS:

I. Automatic System Selection

- Electronic Matching of Strengths/Development Areas
- Compatibility Based on:
 - Leadership Competencies
 - Career Path
 - Location Preferences
 - OPDIV Preference



Mentor Matching System Continued...

2. Self-Selection Matching

- Mentee can query a mentor by name, OPDIV or geographic location.
- Ideal for mentees that have interest in a particular mentor due to familiarity with a prospective mentor and their expertise.
- Can also be used for mentoring relationships that are already in progress at an OPDIV level or an informal mentoring relationship.

3. Third-Party Option

- Only used if mentee has experienced difficulty in using the above mentioned matching methods and are unable to enter a mentoring relationship using the Auto-Matching method or the Self-Selection method.

MMS Online Account Setup Demo

- Quick 5 Minute Setup
- Account Allows Mentor and Mentee Participation
- To Setup Your Account:
 - Visit http://trainingcenter.nih.gov/hhs_mentoring.html
 - Under ‘Registration and Mentor Matching’ click on [HHS Mentoring Program site](#)
 - On the left hand side of the screen click on ‘Mentoring Matching System’, then ‘Account Setup’ to see the account setup page.

Account Setup: Page I. Email & Password



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Search:

[Home](#) > Account Setup

Home

About the Program

Become a
Mentor/Mentee

Program Training

Program Coordinators

Mentoring Matching
System

Process Overview

Process Diagram

Account Setup

My Account

Help

Frequently Asked
Questions

Resources

Contact Us

Account Setup

Page 1 of 4

Become a Mentor. With the phased roll-out of the HHS Mentoring Program using the Mentoring Matching System (MMS), "Account Set-Up" is currently available for Mentors. Mentee "Account Set-Up" and online mentor matching will commence in mid-January 2009. We will post a follow-up announcement on the MMS website when Mentee "Account Set-Up" is available.

To start the account setup process, provide an authorized HHS email address (e.g. jane.doe@hhs.gov) and create a password. Passwords must be at least 6 characters in length, start with a letter, and any combination of letters and numbers.

*Applying as a: Mentor Mentee

*E-Mail Address:
(e.g. jane.doe@hhs.gov)

*Password:
(At least 6 characters, starting with a letter. May contain a combination of alpha/alphanumeric. The password is case sensitive)

*Confirm Password:

Red asterisk () denotes a required field.

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Related Links



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Page 2. Name & Work Information



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Search:

[Home](#) > Account Setup

Home

About the Program

Become a
Mentor/Mentee

Program Training

Program Coordinators

Matching System

Process Overview

Process Diagram

Account Setup

My Account

Help

Frequently Asked
Questions

Resources

Contact Us

Related Links



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Account Setup: Mentor

Page 2 of 4

Personal Information

* Name:

First Middle Initial Last (e.g. John S. Doe)

Work Information

* Job Title:

* Grade (or equivalent):

* I am a Yes No

Supervisor/Manager:

* Work Phone:

(Including area code)

* Operating Division:

* Office/Center/Bureau:

* Address:

* City:

* State:

* Zip Code:

* Supervisor's E-mail:

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* Red asterisk denotes a required field. Complete all areas. This information will be used to match you to

Page 3. Career Paths



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Search:

[Home](#) > Account Setup

[Home](#)

[About the Program](#)

[Become a Mentor/Mentee](#)

[Program Training](#)

[Program Coordinators](#)

[Matching System](#)

[Process Overview](#)

[Process Diagram](#)

[Account Setup](#)

[My Account](#)

[Help](#)

[Frequently Asked Questions](#)

[Resources](#)

[Contact Us](#)

Account Setup: Mentor

Page 3 of 4

Career Paths

* Select the career paths which best define your areas of expertise. Choose all that apply. [Career Paths and Series Definitions](#)

- | | |
|--|---|
| <input type="checkbox"/> Accounting And Budget (0500) | <input type="checkbox"/> Administration (0300) |
| <input type="checkbox"/> Biological Sciences (0400) | <input type="checkbox"/> Business and Industry (1100) |
| <input type="checkbox"/> Copyright, Patent, and Trademark (1200) | <input type="checkbox"/> Education (1700) |
| <input type="checkbox"/> Engineering and Architecture (0800) | <input type="checkbox"/> Equipment and Facilities (1600) |
| <input type="checkbox"/> Information and Arts (1000) | <input type="checkbox"/> Information Technology (2200) |
| <input type="checkbox"/> Investigation Group (1800) | <input type="checkbox"/> Legal and Kindred (0900) |
| <input type="checkbox"/> Library and Archives (1400) | <input type="checkbox"/> Management And Industrial Relations (0200) |
| <input type="checkbox"/> Mathematics (1500) | <input type="checkbox"/> Miscellaneous (0000) |
| <input type="checkbox"/> Physical Sciences (1300) | <input type="checkbox"/> Public Health (0600) |
| <input type="checkbox"/> Quality Assurance (1900) | <input type="checkbox"/> Social Science (0100) |
| <input type="checkbox"/> Supply (2000) | <input type="checkbox"/> Transportation (2100) |
| <input type="checkbox"/> Veterinary Medical Science (0700) | |

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* Red asterisk denotes a required field. Complete all areas. This information will be used to match you to prospective mentee(s).

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Page 4. Leadership Competencies



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Search:

[Home](#) > Account Setup

[Home](#)

[About the Program](#)

[Become a Mentor/Mentee](#)

[Program Training](#)

[Program Coordinators](#)

[Matching System](#)

[Process Overview](#)

[Process Diagram](#)

[Account Setup](#)

[My Account](#)

[Help](#)

[Frequently Asked Questions](#)

[Resources](#)

[Contact Us](#)

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Account Setup: Mentor

Page 4 of 4

Leadership Competencies

* Select the leadership competencies that you believe you can provide coaching, guidance, and mentoring to others on. Choose a minimum of four (4) competencies. [Leadership Competencies Definitions](#)

- | | |
|---|--|
| <input type="checkbox"/> Accountability | <input type="checkbox"/> Conflict Management |
| <input type="checkbox"/> Continual Learning | <input type="checkbox"/> Creativity and Innovation |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Decisiveness |
| <input type="checkbox"/> Developing Others | <input type="checkbox"/> Diversity |
| <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> External Awareness |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Flexibility |
| <input type="checkbox"/> Human Capital Management | <input type="checkbox"/> Influencing/Negotiating |
| <input type="checkbox"/> Integrity/Honesty | <input type="checkbox"/> Interpersonal Skills |
| <input type="checkbox"/> Leveraging Diversity | <input type="checkbox"/> Oral Communication |
| <input type="checkbox"/> Organizational Systems Awareness | <input type="checkbox"/> Partnering |
| <input type="checkbox"/> Performance Management | <input type="checkbox"/> Political Savvy |
| <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Public Service Motivation | <input type="checkbox"/> Resilience |
| <input type="checkbox"/> Results Driven | <input type="checkbox"/> Self Direction |
| <input type="checkbox"/> Strategic Thinking | <input type="checkbox"/> Team Building |
| <input type="checkbox"/> Technical Credibility | <input type="checkbox"/> Technology Management |
| <input type="checkbox"/> Vision | <input type="checkbox"/> Written Communication |

Mentor Preferences:

* Select the type(s) of mentoring relationship(s) you would like to establish. Please select all that apply. [Click here to view the description of platforms](#)

Page 4 Continued... Mentor Preferences

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- | | |
|--|--|
| <input type="checkbox"/> Public Service Motivation | <input type="checkbox"/> Resilience |
| <input type="checkbox"/> Results Driven | <input type="checkbox"/> Self Direction |
| <input type="checkbox"/> Strategic Thinking | <input type="checkbox"/> Team Building |
| <input type="checkbox"/> Technical Credibility | <input type="checkbox"/> Technology Management |
| <input type="checkbox"/> Vision | <input type="checkbox"/> Written Communication |

Mentor Preferences:

* Select the type(s) of mentoring relationship(s) you would like to establish. Please select all that apply.
[Click here to view the description of platforms](#)

- Peer-to-Peer
 Senior-to-Junior

* Number of Mentor-Mentee Relationship(s):
Select the number of mentees you are willing to mentor simultaneously.
Mentee Limit: 1 2 3 4 5

* Geographic Location:
Would you prefer a mentee within your geographic location?
 Yes
 No

* Operating Division Preference:
Would you prefer a mentee within in your operating division?
 Yes
 No

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* Red asterisk denotes a required field. Complete all areas. This information will be used to match you to prospective mentee(s).

Next>

Page 5. Account Verification

Home
About the Program
Become a Mentor/Mentee
Program Training
Program Coordinators
Matching System
Process Overview
Account Verification
My Account
Help
Frequently Asked Questions
Resources
Contact Us

Related Links



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Account Verification: Mentor

Name:	Test Mentor
Job Title:	Researcher
Grade (or equivalent):	GS-11
I am a supervisor/manager:	Yes
Email:	TestMentor@hhs.gov
Work Phone:	2021231234
Operating Division:	NIH (National Institutes of Health)
Office/Center/Bureau:	NCI/OD/Training Center
Address:	6010 Executive Blvd
City:	Rockville
State:	Maryland 20852
Career Paths:	Administration (0300) Accounting And Budget (0500) Public Health (0600) Information and Arts (1000)
Leadership Competencies:	Decisiveness Human Capital Management Interpersonal Skills Political Savvy Project Management Team Building Developing Others Leveraging Diversity
Platform Preference:	Peer-to-Peer Senior-to-Junior
Geographic Preference:	I do not prefer a mentee within my geographic location.
Operating Division Preference:	I do not prefer a mentee within in my operating division.



Page 6. Account Confirmation



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[Home](#) > Account Confirmation

[Home](#)

[About the Program](#)

[Become a Mentor/Mentee](#)

[Program Training](#)

[Program Coordinators](#)

[Matching System](#)

[Process Overview](#)

[Account Confirmation](#)

[My Account](#)

[Help](#)

[Frequently Asked Questions](#)

[Resources](#)

[Contact Us](#)

Account Confirmation: Mentor

Thank you for your participation in the HHS Mentoring Program. Your account has been successfully created.

As a prospective mentor in the HHS Mentoring Program, you will be contacted through the HHS Mentoring Matching System via email by mentees who wish to engage you in a mentoring relationship. Once you receive an email request, you must log in to the system to accept or decline the opportunity to discuss a prospective mentoring relationship. If you accept the request, the mentees may contact you to have preliminary conversation about their developmental needs and expectations of the mentoring relationship. Please review the [Become a Mentor](#) section of the website to familiarize yourself with the important characteristics, roles, and responsibilities of a mentor.

You may view your account by clicking on the "My Account" button below or logging back in to the Mentoring Matching System at a later date. You may also serve as a mentee in the HHS Mentoring Program. If you would also like to serve as a mentee, please click the "My Account" button below.

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My Account Home Page



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Search:

[Home](#) > My Account

Home
About the Program
Become a Mentor/Mentee
Program Training
Program Coordinators
Matching System
Process Overview
My Account
Update Account
Help
Log Out
Frequently Asked Questions
Resources
Contact Us

My Account

Welcome, Test Mentor

[Edit Personal Information](#)

This link allows you to update your personal information, such as name, phone number, and grade.

Mentoring Role

Mentor

You are identified as a mentor in the HHS Mentoring Matching System. Below are the links to manage and control your user actions as a mentor.

[Edit My Mentor Profile](#)

This link will allow you to edit your selected preferences as a mentor.

[View My Mentor Profile](#)

This link will allow you to view your profile that mentees view when selecting a mentor.

[Pending Match Requests \(0\)](#)

This link will allow you to view a list of pending requests from mentees who have invited you to have a preliminary conversation about their developmental needs and expectations of the mentoring relationship. You may choose to accept or decline the request(s) on this list.

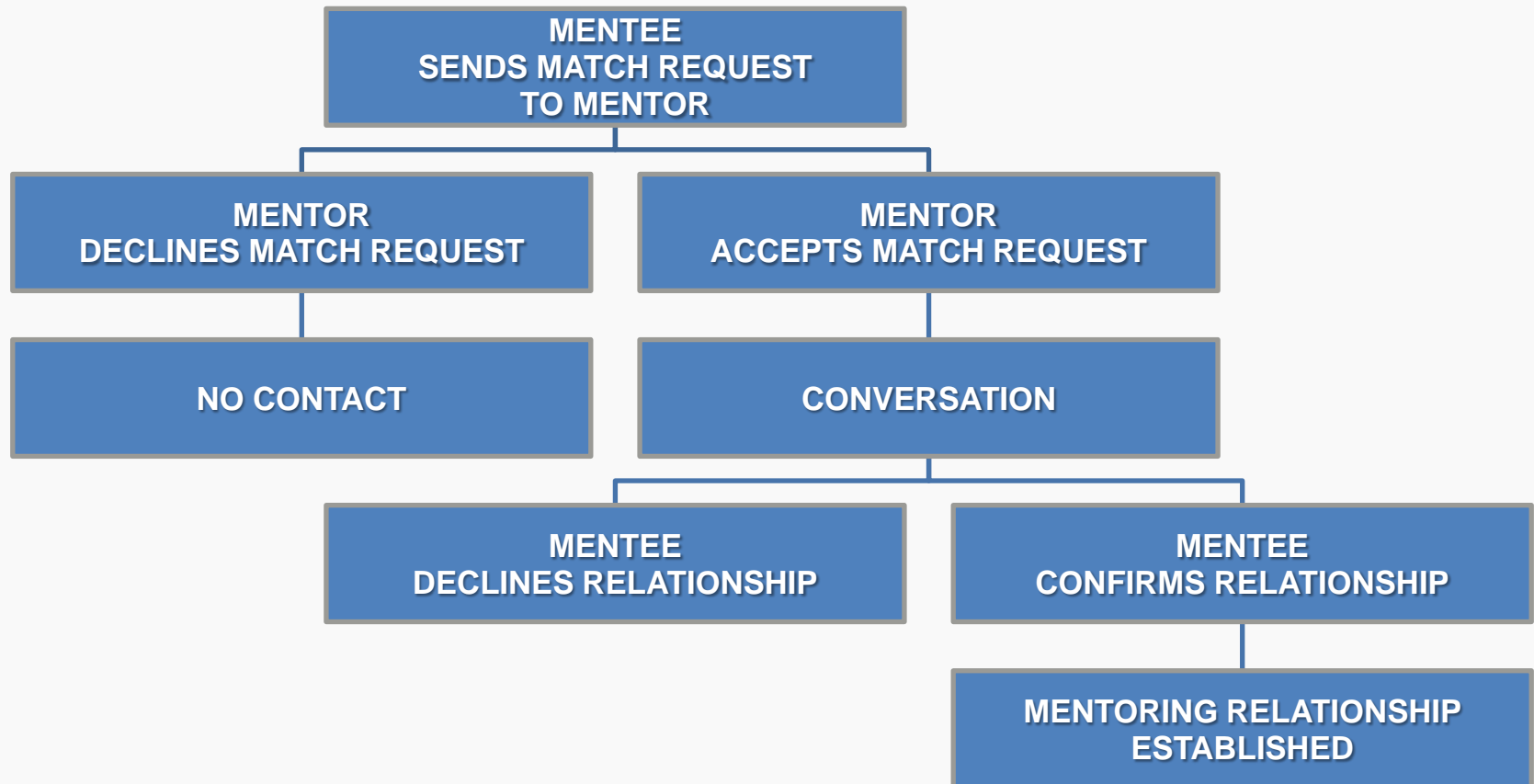
Related Links



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Matching Process



Then What? The Mentoring Partnership



Next Steps

- Review the Information Packet
- Ensure Supervisor Supports Participation
- Find NIH-Specific Information at the NIH-HHS Mentoring Program site:
http://trainingcenter.nih.gov/HHS_Mentoring.html.
- Log In and Register at: <https://mentoring.hhs.gov>
- Mentees – Search, Begin Communication with Potential Mentors
- Mentors – Monitor Requests, Select Mentee
- Complete Mandatory HHS Online Orientation in the LMS



Meet and Greet

- Turn to your neighbor and share your name, where you work, and whether you are interested in being a mentor or mentee.

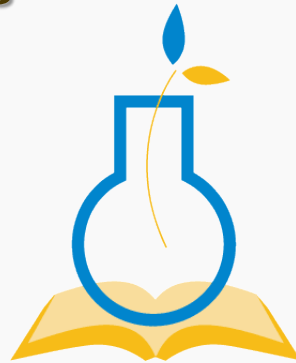


Questions?

Email: nihhhsmentoringprog@od.nih.gov

Web: http://trainingcenter.nih.gov/HHS_Mentoring.html

Rachel Pemble-Fahnert
Program Manager and OPDIV Coordinator



NIH Training Center