



# Getting Started



Thank you for your interest in the MSM eMentoring Program! This program is an exciting new opportunity. It is a voluntary, self-directed, online mentoring program facilitated by MentorcliQ.



# Why

# eMentoring?

Mentoring has become an increasingly prevalent way of providing career guidance and increasing organization cohesion and morale. Using the wisdom that exists within an organization optimizes organization strengths while developing new talent.

Our mission is to facilitate these potential mentoring relationships with an online mentoring program that makes the connections as seamless and time efficient as possible for both mentor and mentee.

# Signing Up

**Step 1:** Visit Our Website: <http://www.msm.edu/ementoring/>

**Step 2:** Apply for the program by clicking on the link to be a mentor or mentee for a six-month period.

Home » MSM eMentoring

**MSM eMentoring**

- Career Development Home
- eMentoring Home
- Events Calendar
- FAQs
- Strategic Plan Integration

**CAMPUS PORTAL**

**MSM Connect**  
A clearer view of the MSM Community  
[Login](#)

**MSM eMentoring**

**About the Program**

- Voluntary, self-directed, online mentoring program facilitated by **MentorcliQ**.
  - A software program that uses algorithms to match Mentees with Mentors in mentoring relationships to discuss career goals, and development of various skills and competencies, among others.
  - Will include:
    - Resource materials
    - Database of mentors
    - Suggestions on how to start a mentoring relationship
    - Training materials
    - Program benefits
    - Program evaluations
- Online program will be augmented by in-person events

**Apply for the Program**

- [Click here for the Mentor application](#)
- [Click here for the Mentee application](#)

[FAQs](#) [Events Calendar](#)

**Step 3:** Fill out the online application completely. To participate in this program, you will be prompted to agree to the following conditions.

**By applying for this program, I agree to:**

**Touch base (email, phone, in-person) with my mentee at least four times a month, each month of my contract**

**Provide documentation of meetings with my mentee (ex. brief notes, bullets, etc.)**

**Participate in a short mentee training**

**Participate in a short evaluation of the mentorship process**

**Step 4:** You will receive an email from MSM Mentoring stating you have been enrolled in the program. Follow the link in the email to complete your registration (Note: Some information may be requested twice. Please fill out all information).



**Step 5:** Via MSM Mentoring email, you will be notified that you have been matched with a mentor/mentee.



Inbox



Congratulations! You are now officially matched. We hope you find this relationship rewarding and truly enjoy the mentoring experience.

### Your Match

Match's Name Here

Email: Match's Email

Phone: Match's Phone

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Have a question?  
Contact us at: [msm@mentorcliq.com](mailto:msm@mentorcliq.com)

**Step 6:** Please contact your mentor/mentee as soon as possible to get started!

- Additional information on evaluations and tools and tips will be sent to your email from MSM Mentoring

**Make sure to sign up for our exciting events that serve as compliments to your mentoring experience.**



The graphic features a smiling man in a blue shirt and tie on the left. On the right, a brown circular area contains the following text:

**MSM eMentoring**  
2018 Events Calendar

<b>JANUARY 25</b> Speed Mentoring (12:30pm -1:30pm)	<b>APRIL 17 &amp; 25</b> Lunch with Leaders (12:30pm -1:30pm)
<b>FEBRUARY 20 &amp; 27</b> Lunch with Leaders (12:30pm -1:30pm)	Lunch with Leaders (12:30pm -1:30pm)
Meet Your Mentor (12:30pm -1:30pm)	<b>JULY 12</b> End of Cycle Celebration (12:30pm -1:30pm)
<b>MARCH 15</b> Lunch with Leaders (12:30pm -1:30pm)	

 **MOREHOUSE**  
SCHOOL OF MEDICINE

# Suggestions for Next Steps

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## **Mentors**

1. Develop a Communication Plan with your Mentee
    - a. Let your mentee know when you are free and set up times you can talk.
    - b. The program requires touching base at least 4 times a month to ensure a fulfilling mentoring relationship. Touching base can be an email, on the phone, or in-person.
  2. Define Goals for your mentoring relationship
    - a. Does your mentee want to build or hone their skills? Do they want to change careers? Setting up goals will help you meet the needs of your mentee.
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## **Mentees**

1. Develop a Communication Plan with your Mentor
  - a. Let your mentor know when you are free and set up times you can talk.
  - b. The program requires touching base at least 4 times a month to ensure a fulfilling mentoring relationship. Touching base can be an email, on the phone, or in-person.

## 2. Develop an Individual Development Plan

- a. An individual development plan (IDP) is a template to assist professionals in their career and personal development.
  - b. Great templates to develop an IDP plan can be found online. Several resources can be found on our website.
- ## 3. Define Goals for your mentoring relationship
- a. Do you want your mentor to help you build or hone their skills? Are you interested in changing careers? Setting up goals will help you create a clear expectation to your mentor of what you would like your relationship to touch upon