

GUIDELINES – ASHRAE MENTORSHIP PROGRAM

Introduction

The objective of this local mentoring program is to create a professional partnership between a Young Engineer/recent college engineering graduate/engineering student and a professional member of the local chapter. This program will provide assistance and resources for the transition from college to the work industry, interview preparation, career path guidance, general HVAC fundamental courses, professional development, and ASHRAE Leadership Development. Furthermore, it will give our local young members the opportunity to learn more about the local chapter's technical committees and possibly have future involvement within their respective local chapters. These guidelines will be an additional resource to section 15 of the manual for chapter operations and will be implemented in the local chapters that decide to start a local mentorship program.

Mentors

1. All local chapter members can participate as mentors. Participants will need to complete the mentoring matching survey (ASHRAE YEA/ASHRAE Student Mentoring Matching Survey). Completed surveys will be collected by local membership committees in order to determine amount of available mentors for each local chapter
2. Matching surveys will provide information regarding mentors' work experience, interests, and area of expertise in HVAC&R. This information will be used for the matching process by the local chapter membership committee.
3. Mentors' personal contact information will be kept private by local chapter membership chair. This information will be given after a match has been established between one mentor and one mentee.
4. After membership is confirmed and application is approved, matching process will begin.
5. Local chapter membership committee and chapter YEA chair will carry out matching process and will contact every mentor via email regarding possible match.
6. The mentoring matching survey will be the main tool used by the local chapter membership committee for the matching process between mentor and mentee.

Mentees

1. Young engineers in local chapters are the target members for this program. Ideal candidates will be engineers at the early stages of their careers and engineering students from the local universities.
2. Each participant will need to complete the mentoring matching survey (ASHRAE YEA/ASHRAE Student Mentoring Matching Survey). Completed surveys will be collected by the local chapter membership committee in order to determine amount of available mentees for each local chapter.
3. After membership is confirmed and application is approved, matching process will begin.
4. Local chapter membership committee and chapter YEA chair will carry out the matching process.
5. Local chapter membership committee will contact mentees via email regarding possible match.
6. Mentees will only have one mentor during this program.
7. The mentoring matching survey will be the main tool used by the local chapter membership committee to match mentor and mentee.

Communication between Mentors and Mentees

1. Once a match has been established between mentor and mentee, Membership Committee will distribute contact information.
2. It is the responsibility of the mentee to initially contact the mentor. He/she will tell mentor brief background and the reasons for participation.
3. It is the responsibility of the mentee to set up a contact schedule (weekly, bi-weekly, or monthly) with the assigned mentor; mentee will discuss with mentor the frequency of contact.
4. At no point in time should the mentor and mentee discuss work related topics that could be viewed as confidential or as a conflict of interest. These topics include any related design, sales, or contracting work in the HVAC industry with which either party could be involved. Consideration must be taken by both parties regarding this clause. Either party should report a violation to the local mentor contact.
5. If either party decides to dissolve the relationship at any time for a specific reason (if either party is not satisfied with the match/relationship, unable to

keep meeting appointments, etc.), mentor and/or mentee will contact local chapter membership committee/chapter YEA chair to inform of such decision.

6. Mentee can ask mentor questions regarding career decisions, issues at the workplace, and/or assistance and information regarding training or further education.
7. Mentor and mentee match will last for a minimum of one year under this program. Mentor and mentee match will be surveyed after the one year commitment to determine if continuing participation exists. If mentor and mentee would like to continue mentoring relationship, they will inform the local chapter membership chair of such decision.

Matching Process

1. The local chapter membership committee, under the guidance and supervision of the local chapter membership chair will be responsible for creating and distributing the online surveys/applications to their respective chapters for pairing mentors and mentees.
2. Local chapter membership committee will confirm active membership for all members participating in this program.
3. There will be two types of surveys/applications that will be distributed to the local chapter members. The first survey will help create a student mentoring relationship between a local student (High School/University/Technical School) and a local ASHRAE member. The second survey will help create a YEA mentoring relationship between a local young engineer and a local seasoned ASHRAE member.
4. The surveys/applications will be the main tool used for matching.
5. A possible match between mentor and mentee will be determined after finding similar responses in specific categories within the surveys/applications. The categories of the surveys/applications that will determine matching possibility will be chosen by the individual local chapter membership committees.
6. For the first year of the pilot program, only one mentee will be match with one mentor.

Evaluation After Matching

In order to determine the success of every mentor/mentee relationship within the different local chapters, an evaluation must be carried out by the local chapter membership committee during (3 months after mentorship pairing) and after the one year commitment of this pilot program. The evaluation form will be given to both mentor and mentee in order to monitor the frequency of communication between them, topics of discussion, goals that have been set and reached, and whether to continue this professional partnership after the one year commitment. This evaluation will also rate every pair's individual level of satisfaction with their respective match. Furthermore, it is imperative for the local chapter membership committee to also carry out a monitoring process during a set time line after initial communication has been established by every pair; this will determine the effectiveness of the matching process performed by the local chapter membership committee. At any time during the mentoring relationship, if the mentor or mentee wishes to stop participation in the mentoring program, or wishes to stop participation with their current mentor/mentee, the mentor/mentee should contact the membership chair in their local chapter. The membership chair will provide assistance in reassigning mentors, as necessary.

It is recommended that mentor/mentee pairings are set up for one year. At the end of the year, the mentor and mentee may wish to continue their relationship, but mentees will also have the option to work with a new mentor during the following year. A sample feedback form has been developed to assist the membership chair in improving the program and mentor/mentee relationships.