

# Securing Leaders Mentoring Program Frequently Asked Questions (FAQs)

### How are matches made?

Mentees can search for potential Mentor matches via an <u>online search</u>. Once a Mentee identifies a potential match, they can directly request a mentoring relationship with the Mentor.

# How long do a Mentor and Mentee typically work together?

That can be decided between Mentee/Mentor. Mentors are eligible for at least 9 CPE credits if the relationship lasts 6 months or longer. The same time frame is given for Mentees, and they would receive 5 CPE credits. Instructions on what is needed to submit for those CPEs is available in the ASIS Connects Mentoring Community, which everyone is connected to once enrolled in the program.

# What if I want more time with my Mentor?

If the Mentor and Mentee mutually agree to keep the relationship going, that's great! You are welcome to keep in touch and continue the connection. Please see the CPE folder within the library of the Mentoring Community to see how this can benefit you.

# How will the Mentor/Mentee meetings take place?

Mentors and Mentees will discuss their preferred meeting method/format when they are first matched. Meetings can happen via phone, virtual meeting platform, in-person, or quick check-ins over text. The Mentor/Mentee pair can use whatever is most comfortable and convenient.

## What if the match doesn't work out?

While it can take some time for a relationship to develop, there may come a time when you feel the relationship isn't working out. In the unlikely event that happens, you can end the mentoring relationship and re-match online. If the relationship is being terminated due to misconduct, please reach out to <a href="mentoring@asisonline.org">mentoring@asisonline.org</a> so that we can address the situation.

# How can I provide feedback on the program?

As we grow the mentorship program, we value your feedback. Please reach out to mentoring@asisonline.org with ideas, thoughts, or concerns.

#### Can Mentors receive CPE credit?

Yes, Mentors can submit for 9 CPEs upon completion of a mentoring term of 6 months. A signed certificate is required as supporting evidence to the work and can be found in the ASIS Connects Mentoring Community library.

#### Can Mentees Receive CPF Credits?

Yes, Mentees will receive 5 CPEs upon completion of a mentoring term of 6 months, as long as it's within a three-year certification cycle. Mentorship discussions must align with at least one of the Domains in the certification being recertified. Additionally, a letter from your Mentor explaining the purpose of the mentorship and how it aligns with the Domains is required. Please see the <u>ASIS Recertification</u> Handbook for more information.

## How can I make my mentor profile temporarily unavailable?

If you know you'll be away for an extended period of time or have reached your limit when it comes to accepting Mentees, as a Mentor you can update your "Number of Mentees at a Time" value to '0'. This serves as a temporary hold.

# What are the roles and requirements for Mentors and Mentees?

#### Mentors

- Must be a current ASIS member in good standing.
- Should have a minimum of five (5) years of management experience or have attained your APP Certification.
- Will commit to guide Mentees in accordance with the duties outlined in this program
  - Ethically
  - With the best interest of the Mentee in mind
  - Without conflicts of interest
  - Investing adequate time and energy to encourage and promote the program success of the Mentee
- Will maintain a current and complete profile on the ASIS website
- Will respond to Mentor match requests within 2 business days.
- Will take the primary role in connecting with the Mentee and establishing and fostering the relationship.
- Will model proper professional behavior and share insider tips/wisdom about the organizational culture
- Will encourage your Mentee to become an active part of the ASIS International community through networking, attending events, participating in webinars, getting certified, etc.

#### Mentees

- Must be a current ASIS member in good standing
- Will invest adequate time and energy
- Be respectful of your Mentor's time and efforts (be aware of potential time constraints)
- Will be coachable, open to advice and suggestions, and make a good faith effort to follow up on recommendations
- Demonstrate honesty

- Be willing to receive and provide feedback
- Will maintain a current and complete profile on the ASIS website
- Will take primary role for searching and reaching out to potential Mentor matches
- Let your Mentor know if you need to alter or end the mentoring relationship for any reason

If you have any questions, please contact <a href="mentoring@asisonline.org">mentoring@asisonline.org</a>.