MENTORING PROGRAM

Matching Process

The NPHIC Mentor Program is designed to “match” two NPHIC members with similar interests to enhance the professional development of the mentee and mentor. The NPHIC Professional Development committee coordinates the NPHIC Mentor Program and takes the following steps to complete the matching process:

1. **Review Applications**
   - Verify that each mentee/mentor applicant:
     - is an active member of NPHIC and
     - has completed all the information on the application.

2. **Facilitate Match**
   - A. Collect and sort completed applications by mentors and mentees
   - B. Compare mentees’ request with mentors’ skills
   - C. Determine if health department jurisdiction should be considered (i.e. local vs state health department)
   - D. Make the best possible match between mentees and mentors
   - E. Notification
     a. Notify mentees/mentors of match
     b. Forward copy of applications to mentees/mentors
   - F. If no available mentors match a mentee candidate:
     a. Notify mentee
     b. Delay match until receipt of a suitable application

3. **Record Match**
   - The Professional Development committee will maintain a record of all mentee/mentor matches.