



Frequently Asked Questions

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| 1 | What is RISE DermPA? | Rise DermPA is a new mentorship initiative inspired by and developed in response to direct feedback from SDPA members. This program is designed to foster your professional development, provide expert guidance, and build enduring relationships within the dermatology community. |
| 2 | Is there a fee associated with RISE DermPA? | RISE DermPA is a benefit of membership and is available only to members. There is no extra charge to use this resource. |
| 3 | How are Mentors and Mentees matched? | Members must first enroll as a <u>Mentor</u> or <u>Mentee</u> . During the enrollment process, members will provide various demographics (including Areas of Mentorship and Goals/Interests) to establish their personal criteria. A registered Mentee will visit the “ <u>Find a Mentor</u> ” page and fill in their search criteria to search for possible Mentors. The Mentee will click the names of the potential Mentors to view their profiles. Once the Mentee has decided on a Mentor, they will click on the plus sign (appearing below the registered Mentor's profile picture) to request that person as their Mentor. An e-mail will be sent to the Mentor alerting them that they have been requested to be a Mentor. The Mentor will be able to accept or decline the request. The Mentee will receive an email alerting them to the new engagement. |



Frequently Asked Questions: For Mentors

- 1 **How do I become a Mentor?** Complete the sign up form to enroll as a Mentor. You will be instructed to answer several questions that will help identify your best potential matches. Members at any stage of their career are invited to enroll as a Mentor.

- 2 **Who are the Mentees?** Mentees are members who are looking for support in any number of areas, including professional development, personal growth or career advancement.

- 3 **Can I have more than one Mentee?** While there is no limit to the number of mentoring relationships you can establish, we recommend you be judicious in selecting only Mentees who are most suited to learn from your experience and expertise. You can limit the number of Mentee requests you are willing to accept on the sign up form.

- 4 **How do I find Mentees?** Mentees will be seeking mentors, so as a mentor, you will receive requests that you can accept or decline.

- 5 **How will I know if a Mentee has selected me as their Mentor?** You will receive an email from the Mentee requesting you to be their Mentor. You will be prompted to accept or reject the request.

- 6 **Is it okay to reject a request?** Yes, however we encourage you to at least have an initial conversation to explore whether the relationship would be mutually fulfilling. If you want to decline a request, go to the "Dashboard" and click "Decline Request" next to the request.



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| 7 | What if I'm going to be unavailable for a period of time? | It is your responsibility to communicate your availability to your existing mentees. You can navigate to your sign up form and uncheck the Mentor option on the question "What role are you signing up for?" to remove yourself from the search and connect pool. |
| 8 | How do I end a mentoring relationship? | Navigate to your engagement workspace, then select "Close Engagement" from the top right corner. Your workspace will become read only, and your mentee will receive an email informing them of the change. If the mentoring relationship isn't working out, discuss your decision to end the relationship with your mentee. |
| 9 | What are the expectations of participating mentors? | We expect that you will fulfill your commitment to developing at least one mentoring relationship. We expect you to respond to initial requests from Mentees in a timely manner, and that you communicate with your Mentees as agreed upon by both you and your Mentees. |
| 10 | How much time will I need to invest as a mentor? | We recommend that you and your Mentees agree on a schedule that works best for both of you. The most important thing is to discuss your mutual expectations about time and communication at the start of your relationship. Keep in mind that mentoring doesn't necessarily require large amounts of your time. Even brief phone calls or e-mail exchanges with you can make a big difference to your Mentee(s). |



Frequently Asked Questions: For Mentees

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| 1 | How do I become a Mentee? | Complete the sign up form to enroll as a Mentee. You will be instructed to answer several questions that will help identify your best potential matches. Members at any stage of their career are invited to enroll as a Mentee. |
| 2 | Who are the Mentors? | Mentors are other members who have volunteered their time to support other members' careers. Members at any stage of their career are eligible to enroll as a mentor. |
| 3 | Can I have more than one Mentor? | While there is no limit to the number of mentoring relationships you can establish, we recommend that you be judicious in selecting only Mentors who are most suited to your mentoring needs. Please keep in mind that Mentors have limited time to offer and may have other mentoring relationships. |
| 4 | How do I find a Mentor? | Once you have enrolled as a Mentor, click the "Search and Connect" button and peruse your potential matches. Matches are sorted by compatibility. Once you have found a good match, click on the plus sign below their profile image to send the Mentee an email request. |
| 5 | What should I do if I don't hear from the Mentor I requested? | If you don't hear from the Mentor within one or two weeks, feel free to follow up with them using the contact information found on their profile page. |
| 6 | What if the Mentor isn't the right "fit" for my needs? | Sometimes, Mentors and Mentees don't always "fit." If this happens, we suggest that you discuss your decision with your Mentor; thank them for their time then start a new Mentor search. |
| 7 | How can I meet with my Mentor? | It is up to you and your Mentor to decide how, when, and where you want to pursue your mentoring relationship. It is likely that most of your communication will occur by phone or electronically. |



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| 8 | How long does the mentoring relationship last? | We recommend that you and your Mentor agree on a schedule that works best for both of you. The most important thing is to discuss your mutual expectations about time and communication at the start of your relationship. |
| 9 | How do I end a mentoring relationship? | Navigate to your engagement workspace, then select "Close Engagement" from the top right corner. Your workspace will become read only, and your mentor will receive an email informing them of the change. If the mentoring relationship isn't working out, discuss your decision to end the relationship with your mentor. |
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| 11 | How much time will I need to invest as a Mentee? | We recommend that you and your Mentor agree on a schedule that works best for both of you. The most important thing is to discuss your mutual expectations about time and communication at the start of your relationship. Keep in mind that mentoring doesn't necessarily require large amounts of your time. Even brief phone calls or e-mail exchanges with you can make a big difference to you as a Mentee. |