# Fellows of DIA *Career Circles* Mentoring Program

## FAQs

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| **What is the DIA Fellows Career Circles Mentoring Program?** | • A program to support DIA members (Mentees) who envision and plan their careers and wish to develop their professional and networking skills.  
• A process to pair small groups of 5-10 Mentees with 3-5 experienced DIA Fellows (Co-Mentors) who can help them develop career, professional and networking skills.  
• “Career” refers to Mentees’ own professional career paths and opportunities available as long-term volunteers for DIA. |
| **How is the Program administered?** | • The Program is administered by the DIA Mentoring Committee, composed of DIA staff and DIA Fellows. |
| **Who are the Mentors?** | • DIA Fellows (industry, regulators and other senior professionals) who have a broad perspective on career, professional and networking skills accumulated during a long career (25+ years) and who volunteer to participate in this Program.  
• Fellows are officially selected and designated by DIA for their exceptional contributions over a substantial career span in industry, regulatory agencies and academic institutions.  
• Fellows are DIA’s longest standing, most highly committed members who have contributed to the organization’s mission.  
• The substantial experience of Fellows can be of significant benefit to Mentees. |
| **Who are the Mentees?** | • DIA members (in industry, regulatory agencies and academic institutions) who are mid-level career professionals with a minimum of 8 years’ experience in the field and have titles such as Senior Manager, Associate Director, Director, Assistant Vice President, or other similar seniority or responsibility levels.  
• Mentees will wish to consider their career progressions, seek guidance from the Fellows assigned to them, progress as DIA volunteers and develop professional skills that are consistent with their career goals. |
| **What is the role and responsibility of the Mentors?** | • To participate actively in the meetings of the Career Circles of Mentees, providing guidance, perspective, challenges, and insights. |
- To listen to the Career Circle Mentees and understand and respond to their goals and aspirations.
- To share their personal experiences and career journeys as they may benefit Mentees’ perspectives and future growth.
- To illustrate options and possibilities, both outside and within DIA, for Mentees’ reflection and consideration.
- To highlight growth, volunteering, career and networking opportunities within DIA and beyond
- To leave all decisions to Mentees, and to avoid making any promises or commitments.

### What is the role and responsibility of Mentees?
- To actively own, participate and prepare for the meetings of the Career Circles
- As a group within their Career Circle, to select the topics for each monthly meeting and assign pairs of Mentees to prepare a topic for group learning and discussion at each meeting.
- To share goals, aspirations, concerns, skill gaps with Mentors and each other during the meetings.

### How frequently should the Career Circles meet?
- Recommend monthly cadence.

### What tools are available to support the Mentoring Program?
- Mentors can suggest readings, videos, podcasts or other tools that can support Mentees’ learning and growth, including DIA resources and content.
- Mentors can suggest and connect Mentees with other colleagues and resources, within and outside DIA, to further Mentees’ interests and growth.

### How are Mentors selected?
- Mentors are Fellows of DIA, officially and specifically recognized for their long-term contributions to DIA and its mission and values locally and/or globally.
- Fellows volunteer to be Mentors in response to a DIA Call for Mentors under the auspices of this Program.
- No Fellow is obligated to be a Mentor; participation is strictly voluntary.

### Will Mentors be trained?
- It is assumed that DIA Fellows have adequate professional experience to be able to guide Mentees appropriately
- The DIA Mentoring Committee schedules/records a training session for volunteer Fellows/Mentors in order to level-set what is expected of Mentors and provide a list of helpful resources and materials.
| **How are Mentees selected?** | • The DIA Mentoring Committee issues a Call for Mentee applications addressed to DIA members, accompanied by an Application Form to be completed.  
• The DIA Mentoring Committee decides on acceptance into the Program. |
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| **How are Mentors and Mentees assigned to the Career Circles?** | • The DIA Mentoring Committee decides the number of Career Circles and the assignments thoughtfully, taking into account Mentees’ needs and preferences and depending on the desired learnings, transferable skills and opportunities for development. The relevance of skills available from Fellows is also taken into account to inform the assignments.  
• If a suitable Mentor cannot be identified for a particular Mentee, or the number of submitted applications exceeds the number of available Mentors, the Committee will inform the affected applicants that their application regrettably cannot be accepted at this time. |
| **How long should the Mentoring last?** | • 8 months (October 2023 – June 2024). A time-limited cycle provides a higher number of high-potential DIA members the opportunity to participate in the Mentoring Program over time (compared to a program with no end date). |
| **How will impact of the Mentoring program be assessed?** | • The DIA Mentoring Committee designs an Evaluation Form to be completed by both Mentees and Mentors in the middle and at the end of their Career Circles program.  
• The DIA Mentoring Committee conducts periodic meetings to assess the effectiveness of the Program. |
| **What is the cost of the Program?** | • The 2023-2024 Pilot Career Circles Mentoring Program will not charge any fees to participants. If the Program is fully rolled out by DIA after the Pilot, a program fee for each accepted Mentee may apply. |
| **Are Fellows/Mentors compensated for their role in the Career Circles Program?** | • No; they participate on a voluntary basis. |
| **Are there any confidentiality or code of conduct requirements for the Program?** | • All participants must maintain the confidentiality of information received or exchanged during the participation in the Mentor Program.  
• All participants must also agree to comply with all applicable DIA policies, including the DIA Code of Conduct. |