The Mentoring Committee has developed the following step-by-step guide with screenshots to help you navigate the system to find your perfect mentor:

INTERESTED IN THE SETAC MENTORING PROGRAM BUT UNSURE HOW TO JUMP IN? READ ON!

Are you interested in exploring new career pathways, getting advice on networking skills, transitioning successfully from graduate school, or improving your work-life balance? Do you just need help developing a career-specific resume? The SETAC Mentoring Program offers the opportunity of finding a mentor that fits your goals, remotely and year-round. It draws on the knowledge, expertise, and networks of our diverse membership – all at no cost to you!

If taking the first step to reach out to a mentor is uncomfortable, rest assured, participating in the SETAC Mentoring Program is an easy process, with volunteer mentors waiting to hear from you. This article provides guidelines to navigate the Program in detail, designed to help get you started!

1. Log on to your SETAC account
2. Go to the Career Development Page
3. Read through the Mentoring Handbook
4. Search the Membership Directory
5. Find Results
6. Review Results
7. Reach out to your prospective Mentor!
8. Record Mentorship
9. Next Steps

1) **Log on to your SETAC account.** Use the credentials you always do.

2) **Go to the Career Development Page.** You can find the Career Development page by clicking on Career Development highlighted below. Next, at the bottom of the pull-down menu under Career Development Resources, click the Mentoring Program link highlighted below.
3) **Read through the Mentoring Handbook.** The Mentoring Handbook is a quick read with great information to set up success for the mentor pairing. In particular, the Attachments at the end of the Handbook will help you start thinking about what you want out of the mentoring relationship and what characteristics you may be looking for before searching the Membership Directory.

4) **Search the Membership Directory.** On the mentoring page, click the link under Step 2 to ‘Search the membership directory’, highlighted below.

Once the Membership Directory search screen appears (example below), populate the fields that are important to you in a Mentor. You may wish for an aquatic biologist in New York. In that case you may populate these fields and leave the others blank. The search categories are intentionally rather broad, so you can find a variety of potential Mentors from different backgrounds and characteristics. You can also narrow by country, or more specifically by company, city/town, or location. The “Location” field is dynamic and changes when specific countries are selected. For example, if you select “Country” = ‘Canada,’ “Location” changes to “Province.” Similarly, selecting ‘United States of America’ changes “Location” to “State.” Or, if you’d like to see all members anywhere who are willing to become a Mentor, simply leave all the other fields blank and select ‘Yes’ in the “Willing to be a Mentor” field at the bottom.

**IMPORTANT:** In the Membership Directory search screen, be sure to always select ‘Yes’ at the “Willing to be a Mentor” field at the bottom. This will limit search results to members who are interested in becoming a mentor and expect to be contacted.
4a) In the following example, we’re looking for all potential mentors who have expertise in Environmental Risk Assessment and who work in Business (aka, Industry and Consulting):

<table>
<thead>
<tr>
<th>Membership Directory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect with other SETAC members.</td>
</tr>
<tr>
<td>To search by State or Province, select country first or use the Location field.</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Company/Employer</td>
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<tr>
<td>Profession</td>
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<tr>
<td>City/Town</td>
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<tr>
<td>Country</td>
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<tr>
<td>Location</td>
</tr>
<tr>
<td>Languages Spoken</td>
</tr>
<tr>
<td>Professional Expertise</td>
</tr>
<tr>
<td>Willing to be a Mentor?</td>
</tr>
<tr>
<td>Learn more about the SETAC Mentoring Program.</td>
</tr>
</tbody>
</table>

Click **Continue »**
5) **Find Results.** Information about the search and a map cover most of the screen, and the actual hits are at the bottom. The map can be turned off by deselecting “Show map” in the red circle at top right:

Scroll down, past the map, and the results of your search will appear as shown below. The link next to the name of each member who meets your selection criteria and has agreed to serve as a Mentor, will take you to that member’s profile page whether it has a profile photo or not.
To try a different approach, click the ‘Start New Search’ button in the upper right corner of the search results screen. This will erase all of your selections, so remember to reselect “Willing to be a mentor” = ‘Yes’.

6) **Review Results.** Click through to read the profiles of the Mentors who were selected as a result of your search criteria and get more information. For example, let’s look at the Mentoring Program Committee’s own Ciel Mancini:

![Profile Image]

7) **Reach out to prospective Mentor(s).** Don’t be shy; members on the list of available Mentors are looking forward to working with you, and waiting for your call/email! After you have looked over a few profiles and made a list of potential Mentors, drop a succinct email to one or two prospective Mentors that you are most interested in. The outreach email could be as simple as:
8) **Record Mentorship.** After you’ve made some contacts and found a Mentor with whom you have a rapport, please remember to go back to the Step 3 on the Mentoring Resources page and log the match with SETAC so the organization can track what’s working and what isn’t, and hopefully watch the program grow!

**Mentoring Program**

*Share | [X] [X] [X] [X]*

The SETAC Mentoring Program allows members to connect in a mentor-mentee relationship and then take full responsibility for that mentorship relationship. The core of the program is that mentors and mentees, once matched, will utilize a framework suggested in the mentoring handbook to generally guide the relationship to achieve mutually agreed upon goals, in a mutually agreed upon timeframe.

**Get started today!**

Get involved in four easy steps:

1. Potential mentors can identify themselves as such on their SETAC profile*
2. Mentees can search the membership directory for a suitable mentor and contact them
3. Mentor-mentee report to SETAC that they have teamed up
4. Mentor-mentee follow the framework outlined in the handbook till the agreed upon goal is achieved

* Once engaged in an active mentor-mentee relationship, mentors can change their profile to say “not at this time.”

9) **Next Steps.** Congratulations! You have connected with a SETAC Mentor!

Be sure to take advantage of the Mentoring Program Handbook. Download a copy today by clicking the button at the Mentoring Program page (circled above).

If you have any feedback, please feel free to reach out to the SETAC office: [insert email].

**Good luck in pursuit and achievement of your goals!**