

CIEHF Mentoring Hub

Guidance for members who are looking for a mentor

As an active CIEHF Student, Graduate, Associate or Technical Member you are invited to use the Communities forum to find a mentor to help guide you in your professional career and on your way to Technical or Registered Membership.

What is Communities?

Communities is the CIEHF online discussion forum. All members of the CIEHF are, by default, a member of the Communities Open Forum. Here, everyone can start discussions, post comments and access resources in the library. To access, simply log into MyCIEHF and select Communities or simply follow this [link](#).

How do I join the Mentoring Hub?

The Mentoring Hub is a private space and can be accessed by invitation only, though posts can be read by all CIEHF members. Please tell us you'd like to join. Once you have been added, you will be able to post messages here.

What do I need to do?

Simply post a brief summary of your qualifications, goals and what you're looking for in a mentor. Remember to:

- start a new discussion (thread)
- provide a helpful headline (e.g. Mentor wanted for MSc Graduate with Aviation background)
- keep your post short and to the point (you can exchange more detailed information later)

Please do not post or upload sensitive, personal information and keep it professional at all times.

Who will respond to me and how?

Chartered Members of the CIEHF who have joined the hub and have an interest in mentoring other members will read your post and, if they feel they can help, will get in contact with you directly by sending a private message through Communities. You can then decide to share your contact details and further personal information.

How do I know if there's been a response or I've been sent a message?

If you have been sent a private message through Communities, it will be forwarded to your email address as set in your CIEHF member record. You'll also receive a daily summary of any new posts in the Hub. Or you can log in to Communities and check what's going on in the Hub at any time.

How long does it take to get a reply?

It depends on how many members are available to help at any particular time but please allow a couple of weeks for responses. We usually manage to find a match but obviously can't guarantee this will happen but we'll try as much as possible to help connect you.

What do I do once I've found a mentor?

You should discuss with your mentor how to move things on, how they'll help you and when you'll meet etc. Please also let us know and we will close the discussion thread to indicate to others that you are no longer looking.

Can I have more than one mentor?

You could have more than one, but it's not usual. One person will be able to mentor you and help you progress. If you receive more than one offer, please make your choice and tell the other mentors in a private message that you have found someone.

What if my plans change and I don't need a mentor anymore?

Please be considerate, inform your mentor of the change and end the mentoring agreement so he or she can support another member.

Is there a cost involved?

Mentoring is usually offered by Chartered Members of the CIEHF on a voluntary basis but if, in the future, you might meet up, travel expenses might be appreciated.

What if I have any questions?

More information on mentoring can be found on our [website](#). Please feel free to contact our Membership Manager for advice iris@ergonomics.org.uk or our IT manager with technical questions administrator@ergonomics.org.uk