

About OLA MentorMatch - Scope, Roles, Responsibilities

What is within the scope of MentorMatch?

- Job search strategies, resume/cv critiquing, mock interviews/critique
- Tips for career development, exploration and advancement
- Recommendations for networking
- Guidance for professional development, education and training

What is not within the scope of MentorMatch?

- Finding the mentee a job
- Personal counseling
- Daily job advice
- Continuing the mentoring relationship past the noted duration

What is the length of a MentorMatch session?

The duration of the MentorMatch relationship is 4 months. Mentors should ensure they are able to commit to this duration before applying. If mentees would like to continue being mentored after 4 months, they must reapply for the subsequent mentorship period.

What are the expectations for mentors and mentees?

It is expected that both the mentor and mentee will be willing and engaged participants during the 4-month mentorship session. Please inform your [MentorMatch lead](#) immediately if:

- Your mentor/mentee is not responding to messages or missing planned meetings without notice
- The mentoring relationship appears to be facing some challenges or seems to be stalled.

Is there a Code of Conduct for the MentorMatch session?

MentorMatch uses the [OLA Code of Conduct](#) as our guide, "OLA is committed to promoting a safe and healthy environment that supports personal security and is free from discrimination and harassment, intentional or unintentional. Discriminatory and harassing behaviour includes, but is not limited to, verbal comments or non-verbal expressions about or to Indigenous people, Black people, Brown people, racialized people, 2SLGBTQAI+ people, women, people with disabilities, among others, and related to gender, gender identity, gender expression, sexual orientation, disability, neurodiversity, physical appearance, body size, race, cultural identity, age, creed, religious beliefs, sexual or discriminatory images in public spaces (including online). It also includes deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention."

MentorMatch expects that all mentors and mentees will follow these guidelines:

- Mutual Respect - Treat each other with dignity, kindness, and professionalism. Acknowledge and value each other's time, experiences, and perspectives.
- Confidentiality - Maintain the privacy of all shared personal or professional information. Do not disclose sensitive topics discussed during mentoring sessions without explicit permission.
- Inclusion - Embrace diversity in background, identity, and thought. Avoid assumptions and be open to learning from each other's experiences.
- Boundaries - Respect each other's personal and professional boundaries.

If at any time a mentor or mentee feels harassed or otherwise unsafe they should immediately pause the mentorship and contact a [MentorMatch lead](#).

Who are the MentorMatch Leads?

- [Beckie MacDonald](#) - public and school library matches
- [Yvonne Patch](#) - public and school library matches
- [Jennifer Peters](#) - academic and special library matches

FAQ

What is a mentor?

A mentor is an experienced library worker who voluntarily offers professional advice to librarians and library technicians, library students, other library staff, and library job seekers. Mentors and Mentees must be members of the Ontario Library Association to participate in the program.

What are the roles/expectations of the Mentor?

- Discuss with the mentee the goals for the mentoring relationship (eg. review resume, interview tips)
- Decide on regularity, frequency and method of contact e.g. face-to-face, phone, email, etc.
- Listen and respect confidentiality.
- Provide guidance, offer relevant advice and give feedback to the mentee when required.
- Introduce the mentee to professional networks (if possible).
- Provide guidance on career development opportunities.
- As appropriate, refer the mentee to others who might have specific knowledge they seek.

What is a mentee?

A librarian, library technician, library science student, library staff, or library job seeker who would like advice and guidance from an experienced library mentor. Mentees must be members of the Ontario Library Association to participate in the program.

What are the roles/expectations of the Mentee?

- Discuss with the mentor the goals for the mentoring relationship (eg. review resume, interview tips)
- Decide on regularity, frequency and how contact will occur e.g. face-to-face meetings, phone, email, etc.
- Respect the confidentiality and advice the mentor offers.
- Be punctual and keep all appointments or communicate in advance in the event of a cancellation
- Prepare for meetings (e.g. resume/CV prep, provide sample job postings, prep for mock interviews)