



eCareerMentor Getting Started Guide

ASCE eCareerMentor provides an online platform to connect members using common interests and specific expertise for maximum career development via mentoring. This document outlines the registration process for mentors and protégés, plus steps on how to search for a mentor.

Create a Mentor Account/Profile

1. Go to <http://careers.asce.org/ementor/> and click on “Become a Mentor.”
2. Read “Terms and Conditions of Use.”
3. Enter the information requested on the registration page (availability, experience/expertise, personal summary). Click ‘Save and Continue’ at the end of the page.
4. On the next screen you can document in the document manager. Please upload your resume, CV and/or other documents (such as sample project information) that would help a protégé gain insight into your career. ASCE recommends you exclude your contact information from these documents to protect your personal information. Click ‘Skip this, or Continue.’
5. Your registration information will be reviewed by ASCE. Once approved, you will receive an email welcoming you as a mentor, and your profile will be available for protégés to search.

Create a Protégé Account/Profile

1. Go to <http://careers.asce.org/ementor/> and click on “Become a Protégé” (top left of screen).
2. Read “Terms and Conditions of Use.”
3. Enter the information requested on the registration page. Click ‘Save and Continue.’
4. On the next screen you have the opportunity to upload documents in the document manager.
5. Press ‘Continue’ to update your information and save your account.
6. Begin searching for a mentor. See the “How Protégés Select Mentors” section below.

How Protégés Select Mentors

1. A protégé searches by certain criteria to find a mentor, and a list of potential mentors appears.
2. A protégé selects a possible mentor and completes a ‘Request an Engagement’ screen. eCareerMentor sends an e-mail to the potential mentor.
3. The mentor receives a “New Request” e-mail and logs into eCareerMentor via a link in this e-mail.
4. The mentor clicks on ‘Mentor Dashboard’ and sees the pending engagement request.
5. The mentor clicks on ‘Manage Request’ and responds to the mentoring request as appropriate. An e-mail is sent to the protégé.
6. If the mentor accepts the protégé’s request, the protégé can now view the mentor’s e-mail address and e-mail the mentor to begin the mentoring relationship.

Time Commitment

Mentors state their availability when creating their account/profile. When protégés request a mentor, they specify when they’d like the mentoring to begin (start date), the duration, and frequency. A mentor can accept, decline, or propose a new time.

Questions?

Kelly Dooley, E.I.T., A.M.ASCE
Manager, Professional Activities
Phone: (703)295-6469 or (800)548-2723 ext. 6469
E-mail: careers@asce.org