



ProZ.com mentoring program

Overview

The ProZ.com mentoring program is an initiative that provides less-experienced members of the profession with the opportunity to meet and work one-on-one with an established professional translator or interpreter. The program is particularly useful for those who, for example, have completed formal training in translation but lack practical experience.

For mentors, the program is a means to share practical knowledge with less-experienced members of the site, to further distinguish themselves as professionals and experts, and to find new partners for growing translation teams. Mentors must be members of the [Certified PRO Network](#).

Mentor responsibilities

ProZ.com mentors are expected to:

- Advise and assist the apprentice as necessary on the use of required tools, marketing, site usage, etc.
- Not take on more than two (2) apprentices at a time, unless specifically granted permission to do so by [site staff](#).
- **If possible**, provide commercial work to the apprentice, in a volume and at a rate to be agreed upon mutually, taking full responsibility for timely payment to the apprentice and making sure to provide feedback on the quality of his or her work.*
- [Register the pairing](#) at the start of the defined mentoring period.
- [Report](#) on the apprentice's performance at the close of the defined mentoring period.
- Be non-judgmental, supportive, and respectful.
- Adhere to ethical and [professional site guidelines](#).

Note: it is **not mandatory to provide your apprentice with commercial work. As a condition of the program, if you **do** choose to provide commercial work as part of the pairing, it is expected that the apprentice is compensated appropriately and that feedback is provided on that work.*

Mentor rights

ProZ.com mentor benefits and rights include:

- The opportunity to further distinguish themselves as professionals and experts.
- Possibility of finding new professional partners (to form a translation team, for example).
- Increased visibility on the site.
- A special "Professional mentor" tag in the "About me" section of their profiles.
- Two months of site membership, to be activated once they successfully complete the defined mentoring period with each apprentice.
- The right to terminate the mentor-apprentice relationship at any time, provided that both apprentice and site staff are notified of the end of the mentoring period.

Apprentice responsibilities

ProZ.com apprentices are expected to:

- Complete any agreed upon work on time and to a high standard of quality.
- Familiarize themselves with any required tools.

- Be non-judgmental, courteous, and respectful.
- Adhere to ethical and [professional site guidelines](#).
- [Register the relationship](#) at the start of the defined mentoring period.
- [Report](#) on the mentor's performance at the end of the defined mentoring period.

Apprentice rights

ProZ.com apprentice benefits and rights include:

- The opportunity to work one-on-one with an experienced professional, gaining practical knowledge, feedback, tips and advice in the process.
- Possibility for commercial collaboration with mentor.
- The chance to receive feedback from their mentor in their profiles, either through [WWA feedback](#) or the [Project History section](#).
- The right to terminate the mentor-apprentice relationship at any time, provided that both the mentor and site staff are notified of the end of the mentoring period.

By entering into the ProZ.com mentoring program, both mentors and apprentices acknowledge that:

ProZ.com's role is simply to provide a venue that connects apprentices with mentors. The terms of each apprenticeship - including any goals or objectives, the length of a particular pairing, as well as the method and pace of communication - should be determined and agreed upon by both mentor and apprentice at the onset of the pairing.

ProZ.com does not perform any background checks on mentors or apprentices. The site makes no guarantee that any particular level of professional mentoring shall be provided.

Mentors or apprentices who do not the responsibilities described here, or who do not act in accordance with [site rules](#) and the [professional guidelines](#), may be removed from the program.