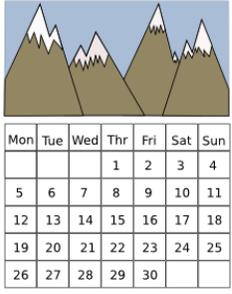




	<p>The Registrar will email or phone to see if you will be a Professional Advisor to a Candidate. If you say yes, the Registrar will introduce you to the Candidate via email.</p>
	<p>Contact your Candidate and set up the first meeting with her/him. Plan to spend one to two hours at the first meeting. You want to get to know the Candidate, and the Candidate should learn about you and your skills and experiences.</p>
	<p>If you and the Candidate are in the same city (and this won't always be the case), meet in-person. (except during COVID!) If it is impossible to meet in-person, try using Skype or Facetime. If not, use the telephone, not email.</p>
<p>At the first meeting:</p>	
	<p>Review the Candidate to Professional package with the Candidate so she knows clearly what is expected of her to become a PHEc. Application packages can be found on the website "Membership Categories and Application Packages" https://www.ahea.ab.ca/page-1478877</p>
	<p>Review the Candidate's background and current situation. What are her/his goals for the next year? Is the Candidate currently employed? Will the Candidate's current position give her/him the hours and experiences needed to become a PHEc? If not, is s/he interested in volunteering?</p>



 <p>Mon Tue Wed Thr Fri Sat Sun</p> <table border="1"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p>Set up a schedule of when you and the Candidate are going to meet. Quarterly meetings work well and help provide clear expectations and deadlines for the Candidate.</p> <p>Remember – each Candidate is different. Some Candidates may need to communicate with the PA more frequently. Set a schedule that works for both of you.</p> <p>Most Candidates can move to PHEc in about a year. It is very rare that a Candidate needs more than 2 years to complete. If there are extenuating circumstances, let the Registrar know as soon as possible.</p>
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	<p>Encourage the Candidate to network and get involved in AHEA activities. It is important for the Candidate to meet other PHECs (and other AHEA members). If there are other Candidates in the area, it is a good opportunity for them to share experiences.</p>																																			
	<p>Both you and the Candidate sign the Letter of Agreement and return to the Registrar.</p> <p>When the Candidate is ready to apply for PHEc status, you will provide a written assessment of the Candidate's development as a professional.</p>																																			
	<p>Relax and enjoy the experience. You are a talented, competent Professional Human Ecologist with a wealth of experience to help guide a new Candidate.</p>																																			
	<p>Remember - Advisors, coaches, mentors, role models, and leaders can each play an important role in a person's life. You are not expected to fill each one of those roles. You are there to provide professional advice and guidance as they move from student to PHEc.</p>																																			



Questions and Activities for meeting with the Candidate

1. Why do you want to become a Professional Human Ecologist? Have them discuss why they see the benefit in joining AHEA, and tell them why you've found it beneficial.
2. Have the Candidate set 3-4 goals for the year.
Example: In order to do _____, I will do _____. Success will be measured by _____.
This will help the Candidate focus on what they need to do (e.g. find a job, develop communication skills, etc).
If the Candidate quickly meets the goals set at the beginning, you can encourage her/him to set additional goals.
3. In subsequent meetings, check on the goals. Are they being met? Is the Candidate running into issues with them? Sometimes they need to be revised based on changes in the Candidate's life (change of job, change of lifestyle, etc).
4. Are there resources/information that the Candidate needs to progress? Some people may have difficulty adjusting from student to employee, or perhaps budgeting finances properly. As a PA you don't have to have all the answers, but you should be able to point them to some resources. For instance, time management – what resources have you used? If in doubt, ask the Registrar for suggestions. She can always check with other members.
5. Encourage the Candidate to participate in AHEA events. This will help them to meet other Human Ecologists/Home Economists and also get them more involved in AHEA. There are generally several events during the year (either in-person or virtual), including: Graduating Class Reception; Xmas mixer; conference; and various webinars. In addition, there are topic groups that meet virtually (Teachers Talk and Family Support Talk) and Candidates can be encouraged to join these. Other topic groups can be developed to meet the needs of the members.

What to do if things aren't working out?

Not all PA/Candidate relationships work out. If you encounter difficulties (Candidate not communicating; life philosophies too far apart, etc) contact the Registrar. Sometimes it's necessary to reassign PA/Candidates due to conflicts, changes in the PA's workload, life changes, etc.