

# Mentee / Mentor Program



Commence on January 2016



### Mentors may help with some of the areas below:

- Learn new skills
- Achieve bigger goals
- Better adjust to change
- Make better decisions
- Develop stronger values
- Develop greater confidence
- Turn weaknesses into strengths
- Obtain opportunities to network with experienced mentors
- Grow networks and future potential
- Work through difficult situations
- Connect with learning partner who believe in you and your ability
- Make the appropriate personal and professional decisions
- Improve relationship management skills with mentor
- Plan your progress to bigger achievements
- Communicate with resourceful mentors
- Gain a third-party nonjudgmental perspective
- Overcome obstacles and challenges

## Mentee Benefits

A mentee is an individual who seeks a trusted advisor, or mentor, to provide direction and help them reach their true potential. We all have aspirations and skills we want to learn which vary from improving time management skills to exploring a favorite hobby.

Having a mentor is said to be one of the most important keys to success. This is especially true early on but is imperative at any point in your career.

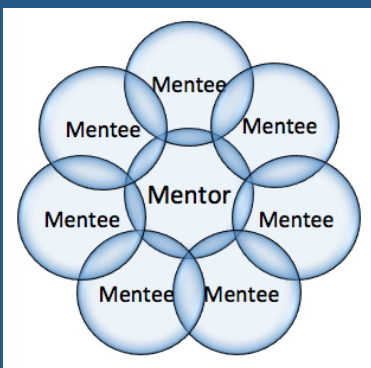
### Here's why you should find yourself a mentor:

1. They've been there and done that. You can learn from your mentor's mistakes and avoid making them yourself.
2. You can talk to someone who is an unbiased third party. They see you for you. Your mentor may notice potential in you that you might not see in yourself.
3. They have a whole different network of contacts and connections that you don't. These connections are priceless and can help enhance your career in ways you couldn't yourself.
4. It's the best free service you could ever get. AND you'll probably gain a life-long friend.
5. Your mentor may introduce you to a career path or business opportunity that you did not know existed before.

Now I'm sure you're asking how you can find yourself a mentor. Well lucky for you we have a solution.

## What are some developmental areas that you would like to discuss with your mentor?

- ◇ Career Planning
- ◇ Problem-Solving Skills
- ◇ Decision-Making Skills
- ◇ Leadership Skills
- ◇ Management Skills
- ◇ Interpersonal Skills
- ◇ Networking Skills



## Process

### If you are looking for a career mentor:

- Please fill out an application form, and submit to your supervisor/manager. The supervisor/manager will forward to HR. (Your mentor will not be your direct supervisor.)
- Once application is complete, then your manager will partner with HR to find a good match for you.
- You will then meet with your mentor and complete a mentor/mentee agreement. You will commit to meeting once a month or more and set goals for the meetings.
- The program last six months. (Doesn't mean you can't contact your mentor for advice after the six months).

## Application

You will be answering questions such as:

1. Mentor Demographics: Specify if you have a preference for a mentor from a specific field/department.
2. Please list three (3) goals that you would like to reach as a result of the Mentor/Mentee program.
3. Please give 1-3 examples of personal or professional goals you have accomplished.
4. What career milestones do you want to reach in the next 1-2 years? (Short term).
5. What resources and knowledge do you need to accomplish these goals?
6. List any hobbies or interests you have outside your professional career.
7. Please include any additional comments.

**Application attached.**





**Mentee Application**  
**Participation in the Mentor program**

**Profile:**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ What is the best way to contact you? \_\_\_\_\_

New Mentee: Yes No Did your supervisor recommend this program? Yes No

Returning Mentee: Yes No Date of last mentor meeting: \_\_\_\_\_

Name of Previous Mentor: \_\_\_\_\_

**Current Job:**

Department: \_\_\_\_\_ Current Position: \_\_\_\_\_ How long in position? \_\_\_\_\_

Other Jobs with the Authority: \_\_\_\_\_

Previous Job: \_\_\_\_\_ How long in position? \_\_\_\_\_

Current Performance Rating: \_\_\_\_\_

What do you like best about your current job? \_\_\_\_\_

What do you like least about your current job? \_\_\_\_\_

What skills are you lacking in your current job? \_\_\_\_\_

**Education and Training:**

High School Attended: \_\_\_\_\_ Year of graduation: \_\_\_\_\_

College Attended: \_\_\_\_\_ Year of graduation: \_\_\_\_\_ Degree: \_\_\_\_\_

Other Education and/or Special Training:  
\_\_\_\_\_

**Language Skills**

Do you speak any languages other than English? Yes No

If so, please indicate: \_\_\_\_\_

**Volunteer Experience**

Please list prior volunteer experience; include volunteer organization, date started/completed and activities performed:

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**Other Questions**

What qualities, skills, or other attributes do you feel you have that will benefit your mentee experience?

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What qualities, skills, or other attributes do you feel your mentor should have?

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What has been the most challenging experience for you? Recent or past experience?

Work related: \_\_\_\_\_

Personal related: \_\_\_\_\_

What type of mentoring do you want?

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Future Career Plans	Develop Self	Life Advice
Communication Skills	Interviewing	Resume Building
Networking	Other:	Other:
Comments:		

What do you hope to accomplish by participating in the mentor program?

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Do you have a preference as to who your mentor will be? (man/woman/doesn't matter/note: you might be assigned to either because of the number of mentors available)

If so, please indicate: \_\_\_\_\_

What are your interests and hobbies?

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If selected, what would you like your mentor to know about you?

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Completed by HR

Date Received Application: _____	
Assigned Mentor's Name: _____	Date: _____
Date Mentoring Begins: _____	