Mentor Emory "Mentor" Application Packet

Deadline: Monday, November 6, 2017, 5:00 pm
Program Overview

The goal of the Mentor Emory Program is to enhance the development of individuals (mentees) through paired relationships with their mentors. This focused attention on professional development provides an opportunity for mentees to reflect and develop with their mentors. Developing engaged employees strengthens and supports the retention of the talent individuals within the University.

The Mentor Emory program supports Emory’s vision to:
- Be a destination university by fostering lifelong learning among all constituents.
- Be inquiry-driven by providing employees with opportunities to enhance their professional skills.
- Be distinctive for its ethical commitment by setting standards followed by others.
- Work for positive transformation by fostering openness and diversity of thought, experience and culture.

Expectations
- Mentee-Mentor pairs will identify clear objectives for the mentoring relationship in conjunction with the mentee’s development plan.
- Mentee-Mentors pairs will complete any pre-work throughout the program.
- Mentee-Mentor pairs will meet regularly and commit two to four hours per month for development.
- Mentee-Mentor pairs will attend all Mentor Emory development activities and graduation.

Eligible Mentor Candidates
Any full time employee of Emory University who has a willingness to support the development of another employee.

Time Commitment
Approximately 24 hours per month for 8 months.

Participant Selection
All applicants will be notified via email by Monday, December 18, 2017 regarding the status of their application. Participants will be selected based on the information provided in the application, along with their professional goals and interests, their self-identified core values and mentoring styles, and where an appropriate match is available.
Program-at-a-Glance

Program Design
Mentee-Mentor pairs will be selected based on the information that is provided on the applications. Mentees will be challenged to “drive” the relationship with their mentors, by providing clear developmental goals. The role of the mentor is to support, challenge and motivate the mentee towards achieving those goals.

Mentee-Mentor Meetings
Mentees and mentors will coordinate their calendars to arrange for monthly meetings. It is expected that each mentee-mentor pair will meet between two to four hours per month in a mutually agreeable setting. The purpose of these meetings is to focus on the development goals of the mentee.

Program Dates
Once selected, attendance will be required at all the Mentor Emory events. By attending structured events, both the mentee and mentor will develop skills that support the mentoring relationship. Please review the following dates prior to submitting your application to ensure your availability. Unless otherwise noted, all sessions will take place at Learning & OD, 1599 Clifton Road.

Program Kickoff
Both mentees and mentors are required to attend the program kickoff session. This session will clarify roles, responsibilities and expectations.

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<thead>
<tr>
<th>COURSE / EVENT</th>
<th>DATE</th>
<th>TIME</th>
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<tbody>
<tr>
<td>Application Deadline</td>
<td>Monday, November 6, 2017</td>
<td>5:00 pm</td>
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<tr>
<td>Participation Notification via Email</td>
<td>Monday, December 18, 2017</td>
<td>5:00 pm</td>
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<tr>
<td>Pre-Work Deadline</td>
<td>Friday, February 2, 2018</td>
<td>5:00 pm</td>
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<tr>
<td>Program Kickoff/Session 1</td>
<td>Friday, February 16, 2018</td>
<td>8:30 am - 12:00 pm</td>
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<td>Session 2</td>
<td>Friday, April 20, 2018</td>
<td>9:00 am - 12:00 pm</td>
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<td>Session 3</td>
<td>Friday, June 15, 2018</td>
<td>9:00 am - 12:00 pm</td>
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<td>Session 4</td>
<td>Friday, August 17, 2018</td>
<td>9:00 am - 12:00 pm</td>
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<td>Graduation</td>
<td>September 2018</td>
<td>TBD</td>
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I. PERSONAL INFORMATION

NAME:

EMPLOYEE ID:

TITLE:

DIVISION/DEPARTMENT:

CAMPUS ADDRESS:

PHONE:

EMAIL:

II. RESUME

PLEASE ATTACH A CURRENT RESUME.

III. MENTOR APPLICANT QUESTIONS

PLEASE SUBMIT UP TO THREE PAGES WITH YOUR RESPONSES TO THE FOLLOWING QUESTIONS:

1. Please provide a brief description of your current job responsibilities.

2. Why do you wish to participate as a Mentor in the Mentor Emory program?

3. Have you ever participated as a Mentor or Mentee in any formal mentoring program? If yes, please describe your experience?

4. What steps have you taken to continue your own career development?

5. What would you consider to be your number one accomplishment in your career?

6. List any hobbies or interests you have outside of your professional career.

7. What key experiences during the program would support your role as a mentor? (Panel Discussion, Networking Events, etc.)

8. Is there anything else we need to know regarding your interest in becoming a mentor?
**IV. MENTOR APPLICANT QUESTIONNAIRE**

**PLEASE COMPLETE THE FOLLOWING QUESTIONS:**

Which area(s) do you feel that you have a particular expertise as a mentor? Check all that apply.

- [ ] Career Planning
- [ ] Problem-Solving Skills
- [ ] Decision-Making Skills
- [ ] Leadership Skills
- [ ] Transitioning into Higher Education/Emory
- [ ] Management Skills
- [ ] Interpersonal Skills
- [ ] Networking Skills
- [ ] Performance Enhancement
- [ ] Others (please specify):

When is the best time to meet with your mentee? Check all that apply.

- [ ] Before work (breakfast meeting)
- [ ] Lunch
- [ ] During regular work hours
- [ ] After work hours
Checklist

☐ I have reviewed the program dates and ensured my availability before applying to the program.
☐ I have completely filled out the application, including the applicant question responses and attached a current resume.

APPLICATION DEADLINE: Monday, November 6, 2017, 5:00 pm

Submit a green application:
Scan a completed, signed copy of your application, and email it to: learningprograms@emory.edu

For questions and inquires, contact:
Anisthasia B. Carter, Associate Director, Learning & Development,
Human Resources Division, Learning & Organizational Development,
Phone: 404-727-9563;
Email: abcart3@emory.edu

Human Resources
Learning & Organizational Development

The HR Learning & Organizational Development Department fulfills the mission of Emory University by offering a variety of learning opportunities including general enrollment courses, customized workshops, performance consulting and facilitation services.

Services
While most courses are specifically targeted to University staff and faculty, employees of Emory Healthcare are invited to participate in those classes that meet their personal and professional development needs.

The following programs and services are available:

⇒ General Enrollment Courses

⇒ Performance Consulting Services
  • Leadership & Behavior Assessments
  • Retreat Design & Facilitation
  • Team Building Design & Facilitation
  • Customized Training

⇒ Programs
  • Academic Leadership Program (ALP)
  • Excellence Through Leadership (ETL)
  • Emerging Leaders at Emory Program
  • Essentials of Leadership at Emory
  • Administrative Professionals Program (APP)
  • Mentor Emory

Visit www.learningservices.emory.edu for more information