Mentor Emory
“Strengthening the Business of Higher Education”

MENTEE APPLICATION PACKET
Deadline
Monday, November 14, 2016
5:00 pm

Learning and Organizational Development
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.

This 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.

**Eligible Candidates:**

Any full time employee of Emory University who wants to focus on his/her professional development goals, with guidance from an experienced professional.

**Time Commitment:** Approximately 2-4 hours per month for 8 months

**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 prework 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.

**Participant Selection:**

All applicants will be notified via email by **Monday, December 19, 2016** 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.
The purpose of the Learning & OD Programs is to provide participants with an opportunity for growth and development. Given the investment of time and resources, it is important that participants are committed to attending all of the program sessions.

**Attendance is mandatory.** The “Program at a Glance” is provided in the application. Interested candidates can plan regular work-related commitments, professional conferences and vacations in advance, so that they do not conflict with program dates. In the event a participant misses a class, the program coordinator will contact the participant, the sponsor/supervisor and the Associate Director of Learning & Development.

**Extenuating Circumstances**  
In the event of illness, loss of a loved one or unexpected workplace emergency, the participant will inform the program coordinator that she or he will not be able to attend the session. The program coordinator will assist the participant in making up the session, if applicable, and this may include attending an upcoming session or completing the class online. The participant’s department will be responsible for any additional fees associated with completing online courses.

**Inclement Weather**  
In the event of inclement weather, participants should follow the University guidelines for closings and delays. Safety is paramount and should a class need to be rescheduled, we will seek your support in adjusting calendars.

**Unexcused Absences**  
Examples of unexcused absences include meetings, vendor meetings, conference calls, conference attendance or vacation days. The participant will be responsible for making up the session(s). If available, the participant may complete the class online, or attend another upcoming session. The participant’s department will be responsible for any additional fees associated with makeup classes.

If a participant misses more than one of the scheduled class sessions, they will not be eligible to complete the program.
**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 mentees.

**Program Dates**

**Once selected, attendance will be required at all the Mentor Emory events.** By attending structured events, both the mentees and mentors will develop skills that support the mentoring relationships. 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:** The mentees and mentors are required to attend this session. This session will clarify roles, responsibilities and expectations. Sponsors/Supervisors of the Mentees (only) will participate in an orientation.

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Application Deadline</td>
<td>Monday, November 14, 2016</td>
<td>5:00 pm</td>
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<tr>
<td>Participation Notification via Email</td>
<td>Monday, December 19, 2016</td>
<td>5:00 pm</td>
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<tr>
<td>Pre-Work Deadline</td>
<td>Friday, February 3, 2017</td>
<td>5:00 pm</td>
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<tr>
<td><strong>Sponsor’s Orientation</strong> (Mentee’s Sponsor only)</td>
<td>Tuesday, January 24, 2017</td>
<td>10:00 am-12:00 pm</td>
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<td>Orientation Required for the Mentee’s Only</td>
<td>Friday, January 27, 2017</td>
<td>10:00 am—11:00 am</td>
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<td>Session 1</td>
<td>Friday, February 17, 2017</td>
<td>8:30 am-12:00 pm</td>
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<td>Session 2</td>
<td>Friday, April 21, 2017</td>
<td>9:00 am-12:00 pm</td>
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<td>Session 3</td>
<td>Friday, June 16, 2017</td>
<td>9:00 am-12:00 pm</td>
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<td>Session 4</td>
<td>Friday, August 18, 2017</td>
<td>9:00 am-12:00 pm</td>
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<td>Graduation</td>
<td>September 2017</td>
<td>TBD</td>
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MENTOR EMORY PROGRAM MENTEE APPLICATION

Application Due: Monday, November 14, 2016, 5:00 pm

I. PERSONAL DATA

NAME: ___________________________________________ EMPLOYEE ID: ____________

TITLE: ___________________________________________ +

DEPARTMENT: _______________________________________

CAMPUS ADDRESS: ___________________________________

PHONE: ___________________ EMAIL: ___________________

NAME OF SUPERVISOR/TITLE: ___________________________________

II. RESUME—(Please attached an updated Resume)

III. CANDIDATE QUESTIONS: Please attach up to 3 pages with responses to the following questions:

1. **Mentor Demographics:** Please specify if you have a preference for a mentor from a specific demographic background (e.g. no preference, gender, ethnicity or specific field/department). **While we cannot guarantee a match,** we will do our best to identify a potential mentor.

2. Please list three (3) goals that you would like to reach as a result of the Mentor/Mentee relationship?

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 this goal?

6. What topics would you like to see included in a Mentor Emory workshop setting?

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

8. Please include any additional comments.
IV. CANDIDATE QUESTIONS: Please complete this following questions.

9. What are some developmental areas that you would like to discuss with your mentor? (check all that apply)

- Career Planning
- Problem-Solving Skills
- Decision-Making Skills
- Leadership Skills
- Transitioning into Higher Education/Emory

Others (please specify):

10. You learn best by (check all that apply):

- Reading books, articles or magazines
- Discussing a topic with others; listening and exchanging information
- Taking on new challenges and trying new things

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

- Before work (breakfast meeting)
- Lunch
- During regular work hours
- After hours
SUPervisor/Sponsor Endorsement

The purpose of Mentor Emory is to develop the individual and the Emory community through learning from others and giving back. Your employee is interested in participating in Mentor Emory. You can support your employee by ensuring that they have paid time away from regular work schedules to attend meetings with her/his mentor and attend all the program activities. This is estimated at 2-4 hours per month, for eight months.

This program is designed to allow Emory to retain talent, provide an avenue for professional growth and development, and enhance communication and connectivity to the university. As such, it requires commitment from the participant and their supervisors. There is no charge for participating in this program. We ask for your support in allowing the participant time to attend the programs and meetings with his/her mentee.

Letter of Support
In an attachment, please provide a statement of support for your employee’s admission into the Program. Some questions to consider include: Why do you think this person is an ideal candidate for this Program? How would this individual benefit from this experience? How will your department benefit from this person’s participation?

Supervisor Commitment

Please read the following, and sign and date below to indicate your agreement.
I understand that the participant’s commitment to the Program includes instructor-led classes and additional time that is required to meet with a mentor. I will support this person in meeting all the Program requirements, including paid time to fully participate. I will attend the Orientation on Tuesday, January 24, 2017 from 10:00 am-12:00 pm at 1599 Clifton Rd, Room 1.432.

I understand that the participant’s continued enrollment in the program will be based on attendance at every scheduled course, and that I will be informed of any missed sessions.

My signature below indicates that I have read the application and time-table for the Program, and support my employee’s participation in the Mentor Emory Program.

Print Name __________________________ Supervisor’s Signature __________________________ (Date)

Supervisor’s Email __________________________

Print Name __________________________ Department/Program Chair’s Signature __________________________ (Date)
CHECKLIST FOR MENTEE APPLICATION

___ I have reviewed the program dates and ensured my availability before applying to the program.
___ I have completely filled out the application, attached a current resume and essay responses.
___ I have received attached a letter of support from my supervisor.
___ I have reviewed the application for accuracy and signatures.

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 Emory 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
- Essentials of Leadership at Emory
- Aspiring Leaders at Emory
- Administrative Professionals Program
- HR Rep Certificate Program

VISIT OUR WEBSITE AT:
www.learningservices.emory.edu

APPLICATION DEADLINE:
Monday, November 14, 2016, 5:00 pm

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

FOR INQUIRIES OR QUESTIONS
CONTACT:
Anisthasia B. Carter
Associate Director, Learning & Development
Learning & Organizational Development
404-727-9563 (Phone)
404-727-1849 (Fax)
abcart3@emory.edu (Email)