MENTOR APPLICATION

Deadline
Friday, November 7, 2014
5:00 pm
OVERVIEW OF THE PROGRAM

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 talented 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 Mentor Candidates:

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

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 Friday, December 19, 2014 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 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 will attend Orientation via a webinar/teleconference.

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Deadline</td>
<td>Friday, November 7, 2014</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>Participation Notification via Email</td>
<td>Friday, December 19, 2014</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>Pre-Work Deadline</td>
<td>Friday, February 13, 2015</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>Session 1</td>
<td>Friday, February 27, 2015</td>
<td>8:30 am-12:00 pm</td>
</tr>
<tr>
<td>Session 2</td>
<td>Friday, April 24, 2015</td>
<td>8:30 am-12:00 pm</td>
</tr>
<tr>
<td>Session 3</td>
<td>Friday, June 19, 2015</td>
<td>8:30 am-10:00 am</td>
</tr>
<tr>
<td>Session 4</td>
<td>Friday, August 14, 2015</td>
<td>8:30 am-12:00 pm</td>
</tr>
<tr>
<td>Graduation</td>
<td>October 2015</td>
<td>TBD</td>
</tr>
</tbody>
</table>

“Emory will be the best place for faculty and staff to work, raise families and provide a community environment where all can realize their full potential.” ~ President James Wagner~
MENTOR EMORY PROGRAM
MENTOR APPLICATION

Application Due: Friday, November 7, 2014, 5:00 pm

I. PERSONAL DATA

NAME: ____________________________________________ EMPLOYEE ID: __________________

TITLE: ____________________________________________________________________________

DEPARTMENT: _______________________________________________________________________

CAMPUS ADDRESS: __________________________________________________________________

PHONE: ____________________ EMAIL: ____________________________________________

II. RESUME—(Please attached an updated Resume)

III. MENTOR CANDIDATE QUESTIONS: Please attach up to 3 pages with 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?
MENTOR APPLICANT QUESTIONS: Continued

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

___ Career Planning  ___ Management Skills
___ Problem-Solving Skills  ___ Interpersonal Skills
___ Decision-Making Skills  ___ Networking Skills
___ Leadership Skills  ___ Performance Enhancement
___ Transitioning into Higher Education/Emory

Other (please specify)__________________________________________________________

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

___ Lunch
___ After hours
___ Before work (breakfast meeting)
___ During regular work hours
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)
- Administrative Professionals Program (APP)
- Excellence Through Leadership (ETL)
- Management Development Program (MDP)
- Supervisor Development Program (SDP)
- HR Rep Certificate Program

APPLICATION DEADLINE:
Friday, November 7, 2014, 5:00 pm

Submit a “green” application:
Scan a completed, signed copy of your application, and email it to the following email address: MentorEmory@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)

Drop-off/ Interoffice Mail
1599 Clifton Road, NE, 1st Floor, Room 1.120
Mailstop: 1599-001-1AP
Atlanta, Georgia 30322

CHECKLIST for MENTOR 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

VISIT OUR WEBSITE AT:
http://emory.hr.emory.edu/training.nsf