



Mentor Emory "Mentee" Application Packet

Deadline: Friday, November 16, 2018, 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 of individuals within the university.

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-Mentor pairs will complete any pre-work throughout the program.
- Mentee-Mentor pairs will meet regularly in addition to classes.
- Mentee-Mentor pairs will attend all Mentor Emory development activities and graduation.

Participant Selection

All applicants will be notified via email by **Thursday, December 20, 2018** 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.

Participation Guidelines

The purpose of Learning and Organizational Development 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 this application packet. Interested candidates should plan regular work-related commitments, professional conferences and vacations in advance, so that they do not conflict with program dates. In the event that a participant misses a class, the program coordinator will contact the participant, their supervisor and the Director of Learning and Development. **Participants are NOT allowed to miss the first kickoff session. If the participant is unable to attend the kickoff session, their participation will be deferred to the next cohort.**

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 online.

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.

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

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 dates listed on the following page prior to submitting your application to ensure your availability. Unless otherwise noted, all sessions will take place at Learning and Organizational Development, 1599 Clifton Road, 1st Floor, Room 1.432.

Program Kickoff

Both mentees and mentors are required to attend the program kickoff session. This session will clarify roles, responsibilities and expectations. Supervisors of mentees will participate in an orientation.

Program-at-a-Glance

COURSE / EVENT	DATE	TIME
Application Deadline	Friday, November 16, 2018	5:00 pm
Participation Notification via Email	Thursday, December 20, 2018	5:00 pm
Pre-Work Deadline	Friday, February 1, 2019	5:00 pm
Supervisors' Orientation (Mentee's Supervisor only)	Tuesday, January 22, 2019	10:00 am - 12:00 pm
Mentees' Orientation (Required for the Mentee only)	Friday, January 25, 2019	10:00 am - 12:00 am
Program Kickoff/Session 1	Friday, February 15, 2019	8:30 am - 12:00 pm
Session 2	Friday, April 26, 2019	9:00 am - 12:00 pm
Session 3	Friday, June 14, 2019	9:00 am - 12:00 pm
Session 4	Friday, August 16, 2019	9:00 am - 12:00 pm
Graduation	September/October 2019	TBD

MENTOR EMORY PROGRAM — MENTEE APPLICATION

Application Due: Friday, November 16, 2018, 5:00 pm

I. PERSONAL INFORMATION

NAME:

EMPLOYEE ID:

TITLE:

DIVISION/DEPARTMENT:

CAMPUS ADDRESS:

PHONE:

EMAIL:

NAME OF IMMEDIATE SUPERVISOR/TITLE:

II. RÉSUMÉ

PLEASE ATTACH A CURRENT RÉSUMÉ.

III. CANDIDATE QUESTIONS

PLEASE SUBMIT UP TO THREE PAGES WITH YOUR 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.

SUPERVISOR RECOMMENDATION FORM

Application Due: Friday, November 16, 2018, 5:00 pm

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

The supervisor must submit a 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 22, 2019 from 10:00 am to 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 timetable for the program, and I support my employee's participation in the Mentor Emory Program.

Print Name

Supervisor's Signature

Date

Supervisor's Email

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 candidate question responses and attached a current résumé.
- I have received and attached a letter of support from my supervisor.
- I have reviewed the application for accuracy and signatures.

APPLICATION DEADLINE: Friday, November 16, 2018, 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

Learning & Organizational Development

HR's **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. 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.

General Enrollment Courses

Performance Consulting Services

- Leadership & Behavior Assessments
- Retreat Design and Facilitation
- Team Building Design and Facilitation
- Customized Training

Programs

- Academic Leadership Program
- Excellence Through Leadership (ETL)
- Emerging Leaders at Emory Program
- Essentials of Leadership at Emory
- Administrative Professionals Program
- Aspiring Leaders at Emory Program
- Mentor Emory Program
- HR Rep Certification Program

