Staff Mentoring Program (SMP)

Overview: This program pairs early- and mid-career professionals with higher-level staff mentors to foster professional development and career growth while building diverse networks.

Target Audience: Professional staff with at least two years of service as of September 1, 2017

Program Roles

- **Mentee:** Mentees share their professional skills, career, and network goals along with their individual development plans to direct the conversations and learning.

- **Mentor:** Mentors share their professional and organizational knowledge, experience, and contacts while serving as a sounding board and guide for career-focused conversations.

Requirements

<table>
<thead>
<tr>
<th>Potential Mentees</th>
<th>Potential Mentors</th>
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<tbody>
<tr>
<td>✓ View pre-application online module</td>
<td>✓ View pre-application online module</td>
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<tr>
<td>✓ Complete online application available after viewing online module</td>
<td>✓ Complete online questionnaire available after viewing online module</td>
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<tr>
<td>✓ Attend a short interview, if selected</td>
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Program Components

- Matched and unmatched potential mentees who complete the interview will be notified by September 28.

- Matched and unmatched potential mentors will be notified by September 28; those not matched will be asked to be part of the potential mentor pool for 2018-19.

- **Orientation/Match Day:** October 12, 2017: All matched pairs attend an orientation to learn about their roles and responsibilities. After orientation, mentees/mentors will learn their matches, and the pairs will have lunch together.

- **1:1 Meetings:** Mentoring pairs will meet on their own time at least one hour each month (October 2017 - June 2018).

- **Full Mentor/Mentee Cohort Meetings:** TBA November 2017 and June 2018

- **Mentee Cohort Meetings:** TBA, January and April 2018

- Optional check-in events for mentees and mentors scheduled throughout the year