

EMPLOYEE MENTORSHIP PLAN

GOAL: To provide both new employees for the first ninety days of their employment and thereafter if the need is determined by management or the Executive Director and, those staff desiring or needing additional job support, an inner-staff mentoring process within a colleague-to-colleague, personal, informal structure.

OBJECTIVES

- Objective 1:** Mentor/Protégé partners are given a “Mentor/Protégé Agreement” that outlines the nature of their working relationship and the responsibilities therein.
- Objective 2:** Mentor/Protégé shared time should be sufficient per contact to meet the protégé’s immediate need and **should comprise at least three (3) hours a month.**
- Objective 3:** Supervisors may be mentors, but generally, the mentor should not be the protégé’s immediate supervisor. Exceptions may occur in instances where shared areas of responsibility or a specific request by both parties (supervisor/supervisee) make such a mentor/protégé relationship viable.
- Objective 4:** Mentor/Protégé contacts will concentrate on applying the mentor’s expertise, skill, and experience to enriching and improving the protégé’s work experience and performance. Matters involving personality conflicts, personal grievances, or program management will be avoided.
- Objective 5:** Mentor/Protégé contacts may be made in person or by telephone, e-mail, or written correspondence. Where time and logistics permit, preference will be given to personal contacts.
- Objective 6:** Mentor/Protégé partners will complete a monthly contact log and submit it to their supervisor for review. The supervisor will retain the original and provide a copy for the Executive Director, mentor, and protégé.