



## Mentor Emory "Mentor" Application Packet

Deadline: Monday, November 6, 2023 @ 5:00 pm

# Program Overview

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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.

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

## Participant Selection

All applicants will be notified via email by **Friday, December 8, 2023**, 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-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 on the following page prior to submitting your application to ensure your availability. Unless otherwise noted, all sessions will take place via Zoom until the University returns to normal operations.

## Program Kickoff

Both mentees and mentors are required to attend the program kickoff session. This session will clarify roles, responsibilities, and expectations.

COURSE / EVENT	DATE	TIME
Application Deadline	Monday, November 6, 2023	5:00 pm
Participation Notification via Email	Friday, December 8, 2023	5:00 pm
Program Kickoff/Session 1	Friday, February 9, 2024	9:00 am - 12:30 pm
Session 2	Friday, April 12, 2024	9:00 am - 12:00 pm
Session 3	Friday, June 7, 2024	9:00 am - 3:00 pm
Session 4	Friday, August 16, 2024	9:00 am - 3:00 pm
Graduation	September 2024	TBD

# MENTOR EMORY PROGRAM — MENTOR APPLICATION

Application Due: Monday, November 6, 2023 @ 5:00 pm

Please make sure all fields are filled in before submission.

## I. PERSONAL INFORMATION

NAME:

EMPLOYEE ID:

TITLE:

DIVISION/DEPARTMENT:

CAMPUS ADDRESS:

PHONE:

EMAIL:

## II. RÉSUMÉ

PLEASE ATTACH A CURRENT RÉSUMÉ.

## III. MENTOR APPLICANT QUESTIONS

PLEASE SUBMIT UP TO THREE PAGES WITH YOUR 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?

## IV. ESSAY RESPONSES

## IV. ESSAY RESPONSES (CONTINUED)

## IV. ESSAY RESPONSES (CONTINUED)

# Application Submission

**APPLICATION DEADLINE: Monday, November 6, 2023 @ 5:00 pm**

Before submitting your application, please confirm that you have:

I have reviewed the program dates and ensured my availability before applying to the program.

Filled out the entire application, including essay responses

A current resume **ready to attach**

Email this application, your resume, and letter of support to [learningprograms@emory.edu](mailto:learningprograms@emory.edu)

**For questions and inquiries, contact:**

Neffertiti Harwell, Manager, Learning & Development,  
Human Resources Division, Learning & Organizational Development,  
Phone: 404-727-7367; Email: [neffertiti.harwell@emory.edu](mailto:neffertiti.harwell@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.

The following programs and services are available:

### General Enrollment Courses

#### Performance Consulting Services

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

#### Programs

- Excellence Through Leadership
- Emerging Leaders at Emory Program
- New Leader Orientation
- Essentials of Leadership at Emory
- Administrative Professionals Program
- Aspiring Leaders at Emory Program
- Mentor Emory Program

