



The WICT Midwest Mentoring Program is designed to bring awareness and development of professional and personal skills and talents. The mentor helps the mentee reach her goals by defining areas of development, planning next steps, and providing resources and opportunities.

Take the time to get to know one another and develop a relationship of trust. Discuss interests and expectations. Decide on a focus and set achievable goals with a realistic timeframe. Allow for mistakes and learning time. Complete various activities and/or a special project so that it is a win/win situation for both mentor and mentee. Review progress periodically.

Set the conditions with each situation and allow for differences. You may not be physically located where you can meet in person each time. There may be situations where it is impossible to meet on a regular basis. Set a schedule and try your best to stick to it. Make mentoring a priority.

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| WICT MIDWEST |

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| MENTOR APPLICATION  |  |

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**Mentor: Role and Responsibilities**

**Role**

The role of the mentor is to be a professional role model providing guidance and opportunity for the mentee to achieve his/her goals.

**Responsibilities**

* Understand that the mentee is responsible for her career development
* Make time to be available
* Work with the mentee to identify developmental objectives that are specific, measurable and achievable.
* Help the mentee create a personal plan for success.
* Listen proactively and maintain open communication
* Share candid concerns and encouraging feedback to support the mentee’s journey
* Counsel the mentee on the culture and behavior of the corporation/industry
* Assist the mentee and her manager by providing direction and opportunity for challenging assignments to benefit the mentee, only upon agreement by all parties
* Support the mentee in establishing a network of resources at all position levels by providing introductions to others who can help with advice, knowledge, etc.
* Share guidance, knowledge, experiences and encouragement that assist the mentee in professional growth and development. The mentor should have a proven career record and prior experiences that can be drawn from in counseling a mentee.
* **Honor commitments and keep confidential information shared by the mentee**
* Contact the mentoring chair with questions or concerns.

**Mentor Application**

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Office Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Office Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Additional Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Work Experience:** | **Years with current company \_\_\_\_\_\_\_** | **Years in current role \_\_\_\_\_\_** |
|  | **Years of overall experience \_\_\_\_\_\_\_\_** |  |

**Description of Experience:**

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**Specific Areas of Expertise:**

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**Previous Formal or Informal Mentor Experience:** (not a requirement)

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**List your personal/professional strengths that would contribute to your success as a mentor:**

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**Explain why you would like to become a mentor:**

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**What type of mentee would you consider to be an ideal match for you? (Consider elements such as years of experience, level in the organization, specific interests, etc.)**

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**Comments:**

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**If selected, I am committed to serving as a mentor and I agree to make the mentoring program a professional priority. I will always keep all mentoring information between mentor/mentee parties confidential.**

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| **Applicant Signature** |  | **Date** |
| **Supervisor’s Signature (if applicable)** |  | **Date** |

**Thank you for your interest in the Mentoring Program!**

**Please return completed application to:**

**Sally West at**

**sally.west@charter.com**