

The
Mentoring
Firm, Inc.

2016

Are you dedicated to developing your skills? Would you like to get more involved in your dream career? We understand great leaders need nurturing and development to take them to the next level. Here at 'The Firm' we are committed to providing the guidance and support you need to succeed. This is the first step to achieving your goals.

Mentee
Application

THE MENTORING FIRM, INC.

A COALITION OF DREAMERS

MENTEE DESCRIPTION

Mentoring is a partnership between two individuals. Mentee must perform several roles in this partnership. The mentee is the student who needs to absorb the mentor's knowledge and have the ambition and desire to know what to do with this knowledge. As a student, the mentee needs to practice and demonstrate what has been learned. A Mentee is someone who is new to the field of Volunteer Management who wishes to be guided by an experienced individual in the field. A Mentee may also be an individual who has been working in the field for a number of years and wishes to gain further knowledge or experience in a specific area of volunteer management. A Mentee must recognize that no single person can meet all of her/his needs, but the mentor partnership can open opportunities to cultivate a network of respected colleagues in the field. As well, the mentee should take the initiative to ask for help or advice and to tackle more challenging assignments.

MENTEE ROLE

- A mentee takes primary responsibility for coordinating the mentoring process based on one's educational goals and aspirations.
- Initiate meetings and arrive for the first meeting with personal aims and goals clear for the academic year ahead
- Develop a mentoring plan and goals
- Negotiate the specifics of the mentoring plan with the mentor
- Communicating your goals clearly
- Actively seek advice from the mentor
- Honestly disclose frustrations, concerns and successes
- Honor your commitments to the mentoring program
- Actively listen and learn
- Be open to advice and suggestions
- Allow your mentor to take the lead in the relationship, at least initially.
- Listen and respect the opportunities, limitations and format of the relationship he or she is able to provide for you.
- Always act with courtesy and respect towards your mentor.
- Take the initiative to ask for feedback.
- Feedback, although difficult to hear at times, is critical to your personal and professional growth and development.
- Demonstrate that you are open to hear new ideas and suggestions to bring out your best and overcome any blind spots.
- Get feedback on specific issues, for example, how you come across to others.
- Ask for specific details to ensure you understand specific behaviors.
- Always be considerate and respect your mentor's time as you do your own.

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BENEFITS

- A mentor can provide you valuable insight into the world of nursing graduate education (i.e. How do I choose an advisor and supervisor?)
- A mentor can provide guidance during times of change and transition
- Lasting relationships and professional networks
- A mentorship relationship can help the mentee to clarify their academic, professional and personal goals
- A mentor can be an impartial, independent voice; someone to bounce ideas off of
- Gains from the mentor's expertise
- Receives critical feedback in key areas, such as communications, interpersonal relationships, technical abilities, and change management and leadership skills.
- Develops a sharper focus on what is needed to grow professionally within the organization.
- Learns specific skills and knowledge that are relevant to personal goals.
- Networks with a more influential employee.
- Gains knowledge about the organization's culture and unspoken rules that can be critical for success; as a result, adapts more quickly to the organization's culture.
- Has a friendly ear with which to share frustrations as well as successes.

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MENTEE APPLICATION		
APPLICANT INFORMATION		
Name:		
Date of birth:	Email:	Phone:
Current address:		
City:	State:	ZIP Code:
EMPLOYMENT INFORMATION		
Current employer:		
Employer address:		
Phone:	E-mail:	Fax:
City:	State:	ZIP Code:
Position	Schedule:	
Volunteer Information:	Schedule:	
EMERGENCY CONTACT		
Name:		
Address:		Phone:
City:	State:	ZIP Code:
Relationship:		
SCHOOL INFORMATION		
Name:		
Address:		Year:
Phone:	E-mail:	Fax:
City:	State:	ZIP Code:
Program:	Director Name:	Phone:
GPA:		
REFERENCES		
Name	Address	Phone
CAREER GOALS		

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MENTEE APPLICATION

CATEGORY

Health Care	Entrepreneurship
Law Enforcement	Finance
Operations Management	Education
Engineering	Other:

SIGNATURES

I acknowledge that the information in this application is factual and a realistic assessment of my abilities. I recognize that being a Mentee with The Mentoring Firm, Inc. carries with it both privileges and responsibilities and I hereby give permission to TMF to obtain information regarding my academic and disciplinary records. This information will be used for the sole purpose of determining my personal attributes and suitability for this position. I have received a copy of this application.

I hereby affirm that all of this information is accurate and I have answered all these questions truthfully and honestly to the best of my ability. Also, I have read the requirements of a mentee and fully understand and agree to commit to those responsibilities to the fullest: Yes____ No__

PHOTO RELEASE

- I authorize The Mentoring Firm, Inc. to use my photograph(s) from mentoring activities in publications and publicity materials produced and distributed in support of The Mentoring Firm, Inc.
- I do **NOT** authorize The Mentoring Firm, Inc. to use my photograph(s) from mentoring activities in publications and publicity materials produced and distributed in support of The Mentoring Firm, Inc.

Signature of applicant:

Date:

Thank you for applying for The Mentoring Firm, Inc. Mentee Program. If you have questions about any of the questions on this application, please email us at info@mentoringfirm.com. While we may not be able to accept every applicant, all applications are carefully and prayerfully considered. *Note: We recommend that you make a copy of this application for yourself and mail the original to us.*

Shaina Strozier, Executive Director