

**American Society for Public Administration (ASPA) Sacramento Chapter Mentorship  
Program Frequently Asked Questions**

**1. What is the purpose of this program?**

Recognizing the importance of mentoring for effective career development and professional integration, the purpose of the ASPA Sacramento Chapter Mentorship Program is to connect students and early career professionals (mentees) with retired and seasoned professionals (mentors) in the greater Sacramento region who have volunteered to provide advice, support, and guidance on a wide range of topics within the public administration discipline. If you have any questions about the ASPA Sacramento Chapter Mentorship Program please email us at [ASPA\\_Sacmentorship@gmail.com](mailto:ASPA_Sacmentorship@gmail.com)

**2. Who is eligible to apply to the ASPA Mentorship Program?**

Eligibility criteria for mentors and mentees is outlined below:

Mentees:

- Current Undergraduate and Graduate students interested in government/non-profit/public administration in the greater Sacramento region including UCD, USC, Sac State, and USF; and
- Early Career Public Administration Professionals working in public, non-profit, and private sectors in the greater Sacramento region.

Mentors:

- Seasoned and knowledgeable Public Administration professionals working in public, non-profit, and private sectors in the Greater Sacramento Region.; and
- Retired Public Administration professionals who worked in public, non-profit, and private sectors in the Greater Sacramento Region.

To participate in the program, mentors and mentees must also agree to fulfill program expectations to the extent possible. Mentor and Mentee expectation can be found in through the following link: <http://sacramento-aspa.info/>

**3. How do I apply to become a mentor/mentee?**

Individuals who would like to request a mentor should complete an application found in the following link:

[https://docs.google.com/forms/d/1-B6aRZHM0TluERFptfHPc2Hr\\_IjcwGu1ykhltfj49V0/viewform](https://docs.google.com/forms/d/1-B6aRZHM0TluERFptfHPc2Hr_IjcwGu1ykhltfj49V0/viewform)

Individuals who would like to volunteer to become mentors should complete an application found in the following link:

<https://docs.google.com/forms/d/1NrH-b5c8P90RfD-aFPA7snpRSRcJA1fOXDBic3y8yIc/viewform>

#### **4. When will I be notified about my designated mentor/mentee?**

Once an application is submitted, you will be notified about your designated mentor/mentee within 45 days, or upon the availability of a mentor/mentee that best fits their needs.

#### **5. How will I get matched with a mentor/mentee?**

In your application you will specify if you are applying for generalized and/or specialized mentorship.

- *Generalized Mentorship:* mentors are prepared to address a wide variety of concerns and questions from mentees on a continuing basis.
- *Specialized Mentorship:* mentors have experience dealing with specific areas or concerns in the profession and discipline (e.g. career, leadership, upward mobility, organizational development, management, publishing, education) and provide mentorship in only those areas on an as needed bases.

Based upon the requests, ASPA will match the applicant with the mentor who best reflects the mentoring needs by looking at the type of mentorship requested and volunteered for and specific areas of mentorship need and expertise of mentor.

#### **6. Who is responsible for making the initial contact once matched?**

Once matched, the mentor and mentees will each receive each other's contact information. Mentees should contact mentors to set-up an introductory meeting to get acquainted with each other and discuss mentoring needs and future schedule.

#### **7. Will there be any training for mentors or mentees?**

Although there is no formalized training in ASPA's mentorship program, ASPA developed a resource tool with a list of articles and publications that outline best practices for mentors and mentees. Mentors and mentees are encouraged to read and familiarize themselves with the information provided in the resource listing before participating in the program as it serves like a training to gain knowledge on mentoring processes. This resource document can be found through the following link: <http://sacramento-aspa.info/>

In addition to articles and publications on mentoring, ASPA Sacramento includes several active mentors and mentees among our membership. A prospective mentor or mentee can contact these individuals to learn about their personal experiences with mentoring. We will provide names upon request.

**8. I have a very specialized job. Can I really offer much as a mentor?**

Yes, anyone who has a career in public service, or a close tie to public service, has much to offer a mentee. You can share ideas on leadership, teamwork, civil service, training, technology, networking, etc. The goal is to communicate your enthusiasm for public service and help “pass the baton” to the next generation.

**9. How will I know if I have done a good job as a mentor or mentee?**

Mentoring is an ongoing process where everyone is constantly learning. ASPA Sacramento will survey mentors and mentees three times a year to ensure that everything is working well. Participant feedback will enable us to continuously evaluate and improve the program.