

MENTORING PROGRAM HANDBOOK

Mentee Information Guide



RED RIVER VALLEY PARALEGAL ASSOCIATION

INSTRUCTIONS FOR MENTEE

Mentee

1. Mentee Program Guidelines Page 3

A copy of this form should be signed by the Mentee and forwarded to the RRVPA.

2. Mentee Roles and Responsibilities Page 4
3. Mentee Confidentiality Agreement Page 5

A copy of this form is to be signed by the Mentee and forwarded to RRVPA.

4. Mentee Program Request Form Page 6

A copy of this form is to be completed by the person applying to the Program as a Mentee and forwarded to RRVPA. This form is designed to assist the Program Chairperson to more accurately match a Mentee with an experienced Mentor to better meet the Mentee's stated needs.

5. Mentee Evaluation Form Page 7

A copy of this form is to be completed by the Mentee at the conclusion of the mentoring relationship and forwarded to RRVPA.

Please return all forms to RRVPA by mail or email.

Red River Valley Paralegal Association
PO Box 9744, Fargo, North Dakota 58106
redrivervalley.paralegal@gmail.com



MENTORING PROGRAM GUIDELINES

The Red River Valley Paralegal Association (RRVPA) is committed to the promotion of career development and professionalism for future paralegals through the RRVPA Mentoring Program (Program), and invites junior paralegals and students enrolled in paralegal education programs to participate in the Mentoring Program.

1. The Program is voluntary.
2. Best efforts will be made to match Mentors and Mentees based on level of experience, specific areas of interest in the law, demographics, and any other areas of compatibility requested.
3. Mentors and Mentees will maintain confidentiality between the parties.
4. Mentors are not permitted to assist student mentees in academic assignments other than to provide general knowledge about the subject.
5. Neither Mentors nor Mentees will receive compensation for participating in the Program.
6. Participants will be available to meet with an assigned Mentor/Mentee for up to three months.
7. Neither RRVPA nor its Board members have any liability for guidance, suggestions, and/or advice provided to the Mentee during the mentoring relationship.

Date: _____

Signature of Mentor/Mentee

Print Name

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MENTEE ROLES AND RESPONSIBILITIES

As a Mentee, you have roles and responsibilities within the program as well as Mentors. The partnership between a Mentor and Mentee requires active participation from both parties.

- Actively engage in a mentoring partnership. Be willing to ask questions, reflect, and exchange ideas.
- Attend and be prepared for all meetings with mentor, whether in person, by teleconference or by e-mail.
- Prepare specific goals, objectives and expectations with the mentor.
- Accept constructive feedback.
- Develop, commit and contribute to the success of the mentor/mentee relationship.
- Learn and practice self-empowering behaviors.
- Demonstrate what you have learned.

Please note that this program does not provide job training or job placement.

Red River Valley Paralegal Association, Inc.

Mentoring Program

Mentee Confidentiality Agreement

I agree that I am a willing participant in the RRVPA Mentoring Program, and as such, commit to working with my new Mentor, attending all meetings arranged between us, and communicating with my Mentor on a regular basis. In cases of emergencies where I am unable to keep a meeting date, I will provide advanced notice to my Mentor. I will develop personal goals and be open to coaching and input from my Mentor.

I agree that issues/concerns discussed during our meetings are confidential. If there is a threat of physical harm to either party or to others, the confidentiality agreement must be broken to seek protection for the endangered individual.

I agree to a no-fault conclusion of this relationship. If for any reason the relationship seems inappropriate, either party has the option of discontinuing the relationship. He or she should discuss this decision with the Mentor Coordinator before terminating the relationship.

By entering into the mentoring program, the participants agree that neither the Red River Valley Paralegal Association, nor its Board Members have any liability for the guidance, suggestions, and/or advice provided to them during their mentoring relationship.

Read and consented to this _____ day of _____, 20____.

Mentee's Signature

Print Name

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MENTEE PROGRAM REQUEST FORM

Qualifications of Mentee: Must be a student enrolled in a Paralegal program or a student who has graduated but has not been employed as a paralegal for more than one year.

Date: _____ Phone: _____

Name: _____ Email: _____

Paralegal Student: _____ yes _____ no

If yes - School Name: _____ Anticipated Graduation Date: _____

If no - Currently Employed as a Paralegal: _____ yes _____ no How long: _____

I am requesting a mentor for the following purpose(s) – check all that apply:

_____ Practice area related paralegal duties

Areas of Work or Areas of interest: _____

_____ Legal Research Skills

Circle: LexisNexis or Westlaw

_____ Legal Writing Skills

_____ Technical Skills

Circle: Microsoft Word, Excel, PowerPoint, Outlook, Summation, Timekeeping/Billing

_____ Career Planning

_____ Education goals

_____ Resume review and tips for interviewing for a paralegal position

_____ Other: _____

Are you available for (check all applicable):

Phone calls: (morning) _____ (afternoon) _____ (evenings) _____

Meetings: (morning) _____ (afternoon) _____ (evenings) _____ Breakfast _____ Lunch _____ Dinner _____

Additional comments: _____

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RRVPA MENTOR PROGRAM MENTEE EVALUATION

We would like to have your opinion of the mentor program so that we may evaluate and strengthen our program for the future. Please complete the questions below and return the survey to the program coordinator.

1. How would you rate the mentor program?

excellent very good good poor

2. How would you describe the quality of your experience as a mentee in the program?

excellent very good good poor

3. Do you think the time you spent with your mentor was sufficient?

yes almost not really no

4. Did you learn new things from your mentor?

yes somewhat not really no

5. List something that you learned from your mentor.

6. What do you like best about the mentor program?

7. What do you not like about the mentor program?

8. What would you suggest to improve the mentor program?

Please return evaluation to RRVPA by mail or email.

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