

DOD Mentoring Resource Portal

MENTEE PARTICIPATION REQUEST - EMAIL TEMPLATE & PROFILE FORM

Mentor/Mentee Matching

MENTEE PARTICIPATION REQUEST – EMAIL TEMPLATE & PROFILE FORM

Purpose:

Provide an email template and profile form to help organizations reach potential Mentees and gather necessary details about their experiences, expertise and expectations.

Audience:

Mentoring Program Coordinators, Mentees

Context:

Part 1 - Use this email template to gather information regarding potential Mentees expertise/development areas, experiences, relationship preferences, and personal objectives for entering the organization's mentoring program. This information will enable you to identify strong Mentor-Mentee pairings.

Part 2 - In order to pair Mentees with the right Mentors, it is critical to understand Mentees' experiences, knowledge, skills, and preferences. This form helps the Mentoring Program Coordinator to collect the pertinent information to make this match.

How to Use:

- **Step 1:** Customize the email and form by editing the [bracketed, red font], making any adjustments to fit your organization's culture, and adding additional information specific to your organization (e.g., reasons for implementing this program).
- **Step 2:** Cut and paste the edited text into an email.
- **Step 3:** Attach the Profile Form to the email.
- **Step 4:** Send the email to prospective Mentees
- **Step 5:** Once the Mentees return the form, analyze their preferences
- **Step 6:** Match Mentors and Mentees based on the criteria that is most important to your organization.

Common Terms

The following are common terms associated with the DOD Mentoring Resource Portal:

Mentor, also known as Advisor, is a trusted counselor or guide who is involved in the development and support of one who is less experienced.

Mentee, also known as Protégé or Learner, is the more junior person being mentored.

Mentoring Program Coordinator, also known as Mentoring Program Manager, is responsible for the overall management of the Mentoring Program.

Information Source and Endorsement Disclaimer

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1.0 MENTORING PROGRAM PROFILE REQUEST EMAIL TEMPLATE

Subject: Mentoring Program Selection

Body of the Email:

[Potential Mentee's Name],

[DOD Component/Agency Name] is about to begin this year's Mentoring Program. The purpose of this program is to connect our top talent (like you) to senior leaders for career guidance and support in their development objectives.

You have been identified as a potential Mentee for [insert DOD Component/Agency name]'s Mentoring Program. Mentoring programs offer Mentees a variety of benefits, including increased networking opportunities and accelerated development. We are excited to be able to offer this opportunity to you!

To participate, please follow the instructions below:

1. Save the attached file to your desktop.
2. Open the newly saved file, complete the Mentee Profile, and re-save the file.
3. Return your completed profile (as an email attachment) to [insert email address of person collecting the completed questionnaires] by [insert date by which you would like to receive all completed questionnaires].

Please note that completing the Mentee Profile is not a guarantee of program participation. After we have reviewed all Mentor and Mentee candidates, we will make pairings based on matches that will benefit both parties the most—this may result in not everyone receiving a match.

If we are able to find a strong Mentor match for you, we will alert you of this match by [insert date by which you will send out Mentor-Mentee matches].

For More Information:

If you have any questions, please contact [name, email address, and phone number of appropriate person].

Kind Regards,
[Your Name]

2.0 MENTEE PROFILE FORM

Thank you for your interest in being a Mentee for the **[Insert DOD Component/Agency Name]** Mentoring Program. Please take a few moments to fill out the Mentee Profile Form. Your responses will be used to match you to an appropriate Mentor with relevant interests and experiences, if possible.

Once you have filled out this form, please return it to the **[Mentoring Program Manager (MPM) contact information]**

1. NAME (First, Middle, Last):

2. RANK/GRADE:

3. POSITION TITLE (Job):

4. YEARS IN SERVICE:

5. UNIT/COMPETENCY:

6. SPECIALTY AREA:

7. WORK PHONE NUMBER:

8. EMAIL:

9. OCCUPATION/POSITION TITLE:

10. EDUCATION:

12. COMMUNITY ACTIVITIES:

13. PROFESSIONAL COURSES ATTENDED:

14. GREATEST STRENGTHS:

15. MENTOR PREFERENCES (EDUCATION, YEARS OF EXPERIENCE, SPECIALTY AREA, GEOGRAPHIC LOCATION, ETC.)

16. MENTORING EXPECTATIONS (WHY DO YOU WANT TO PARTICIPATE IN THIS PROGRAM?
WHAT PROFESSIONAL AREAS WOULD YOU LIKE TO GROW?)

17. ADDITIONAL INFORMATION