



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

Defense Civilian Personnel Advisory Service

MENTEE PROFILE REQUEST

DOD Mentoring Resource Portal

MENTEE PROFILE REQUEST

Purpose:

To distribute the profile request to potential Mentees.

Audience:

Mentees

Context:

Use these e-mail templates 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.

Instructions for HR:

- **Step 1:** Customize the e-mails 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 e-mail.
- **Step 3:** Attach the appropriate Excel file (Mentee Profile Request) to the e-mail.
- **Step 4:** Send the e-mail to prospective mentees

1.0 MENTORING PROGRAM PROFILE REQUEST DISTRIBUTION TEMPLATE—MENTEE

Subject: Mentoring Program Selection

Body of the E-Mail:

[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 e-mail attachment) to [insert e-mail 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, e-mail address, and phone number of appropriate person].

Kind Regards,
[Your Name]