



**CAREER DEVELOPMENT MENTORING  
PROGRAM  
INFORMATION MEETING**

**JULY 15, 2015: CARVEL TRAINING ROOM, WILMINGTON**

**JULY 16, 2015: HASLET BUILDING, ROOM 133, DOVER**



The State of Delaware  
Office of Management and Budget  
Human Resource Management

CAREER DEVELOPMENT MENTORING PROGRAM

INFORMATION MEETING

July 15, 2015: Carvel Training Room, Wilmington  
July 16, 2015: Haslet Building, Room 133, Dover

Welcome/Introductions	Michelle Potter
General Introduction and Curriculum Overview to Program	Michelle Potter
Uncommon Individual Foundation Mentoring Curriculum	John Crosby
Application Process/Matching Process	Michelle Potter
Registering for classes	Michelle Potter
FAQ's	Michelle Potter
Question & Answers	All
Testimonial	Amy Tucci

<http://www.hrm.omb.delaware.gov/employee/mentor.shtml>

## Forms for Career Development Mentoring Program

- **Application Forms for Mentor and Mentee**
  - To be completed after the Informational Meeting
  
- **Mentee Nomination Form**
  - To be completed by prospective mentee's supervisor prior to entrance into program
  
- **Mentor Checklist**
  - To be completed by mentor at time of initial mentor training period
  
- **Mentor/Mentee Monthly Progress Reports**
  - One to be completed by both mentor and mentee monthly to document progress of mentoring partnership
  
- **Plan to Success**
  - To be completed by mentee and mentor to outline mentee's strengths and weaknesses, to define goals and to develop career path for mentees
  
- **Evaluation Form (online)**
  - To be completed at end of program by both mentor and mentee to evaluate overall success of program and provide suggestions on how program may be improved

# The Career Development Mentoring Program

## Application Process

### Step 1:

Attend one of the two Information Meetings in July.

July 15, 2015 at the Carvel Building in the HRM training room from 1 to 4

Or

July 16, 2015 at the Haslet Armory in room 133 from 9 am to Noon

### Step 2:

Read through your Information packet.

### Step 3:

Go to: <http://hrm.omb.delaware.gov/employee/mentor.shtml>

Click on forms and fill out the following forms:

- Application (Mentee or Mentor)
- Mentee Plan for Success (Mentee only)
- Mentee's Supervisor Nomination form (Mentee only)
- Current Performance Review (to be attached to application packet)
- Mentor Checklist & Skills Assessment (Mentor only)

### Step 4:

\*Submit the completed application packet to Michelle Potter at:  
[michelle.potter@state.de.us](mailto:michelle.potter@state.de.us) by August 7, 2015.

\*The Mentor/Mentee notifications are usually sent out two weeks after the application deadline.



## Career Development Mentoring Program

### MENTEE APPLICATION

Instructions: Please provide the following information to Michelle Potter, OMB  
**Applications must be received by August 7, 2015**

#### PERSONAL INFORMATION

Name:

Position:

PG:

Department:

Division:

Address:

City:

State:

ZIP Code:

Phone:

E-mail:

Fax:

#### Educational Background

Institution:

Dates Attended:

Degree:

Major:

Institution:

Dates Attended:

Degree:

Major:

#### EMPLOYMENT INFORMATION

Please list your past 5 years of employment.

Employer:

Address:

City:

State:

ZIP Code:

Employer:

Address:

City:

State:

ZIP Code:

Employer:

Address:

City:

State:

ZIP Code:

Current Job responsibilities:

#### ABOUT YOU

What are your goals?

Describe your strongest competencies (i.e. knowledge, skills & abilities).

Why do you want to work with a mentor?



Career Development Mentoring Program

**MENTEE APPLICATION**

Instructions: Please provide the following information to Michelle Potter, OMB  
**Applications must be received by August 7, 2015**

How much time can you realistically invest in the mentoring relationship?

Less than 1 hour per week

More than 1 hour per week

Have you ever had an assigned mentor?

Yes

No

Describe the competencies (i.e. knowledge, skills & abilities) you would like to strengthen.

**\*\*Do you have someone in mind who you would like to suggest as your mentor? If yes, list his or her name.**

**\*\*Please note that there are no guarantees you will be paired with this individual.**

What are your hobbies or interests outside of work?

Please add any additional information you would like us to consider.

Signature of applicant:

Date:

**Please Return to:**  
**Michelle Potter, OMB**  
**Carvel State Office Building**  
**820 N. French Street, 10<sup>th</sup> Floor**  
**Wilmington, DE 19801**  
[michelle.potter@state.de.us](mailto:michelle.potter@state.de.us)

For Office Use Only:

Career Development Mentoring Program  
Mentee's Supervisor Nomination Form

Name of Nominee: \_\_\_\_\_

Position: \_\_\_\_\_

Agency/Department: \_\_\_\_\_

I believe the above person deserves to be selected as a mentee because he/she meets the following criteria:

\_\_\_\_\_ Demonstrates an interest in the program

\_\_\_\_\_ Shows the desire and ability to seek new and challenging opportunities.

\_\_\_\_\_ Shows a positive work ethic.

\_\_\_\_\_ Is committed to personal growth and ready to take advantage of all learning experiences

Has the following strengths:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Career Development Mentoring Program  
Mentee Plan For Success

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. My strengths are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. My Development Opportunities are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Plan:

Goal Achievement #1: \_\_\_\_\_

Purpose: \_\_\_\_\_

Planned Date of Attainment: \_\_\_\_\_

Actual Date of Attainment: \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

Goal Achievement #2: \_\_\_\_\_

Purpose: \_\_\_\_\_

Planned Date of Attainment: \_\_\_\_\_ Actual Date of Attainment: \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_



## Career Development Mentoring Program

### MENTOR APPLICATION

Instructions: Please provide the following information to Michelle Potter, OMB  
Applications must be received by August 7, 2015

#### PERSONAL INFORMATION

Name:		
Position:		PG:
Department:		Division:
Address:		
City:	State:	ZIP Code:
Phone:	E-mail:	Fax:

#### Educational Background

Institution:	Dates Attended:
Degree:	Major:
Institution:	Dates Attended:
Degree:	Major:

#### EMPLOYMENT INFORMATION

Please list your past 12 years of employment.

Employer:		
Address:		
City:	State:	ZIP Code:
Employer:		
Address:		
City:	State:	ZIP Code:
Employer:		
Address:		
City:	State:	ZIP Code:

Current Job responsibilities:

#### ABOUT YOU

What skills do you bring to the relationship?

What are your expectations as a result of a mentoring relationship?

How much time can you realistically invest in the mentoring relationship?

Less than 1 hour per week <input type="checkbox"/>	More than 1 hour per week <input type="checkbox"/>
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What are your hobbies or interests outside of work?



Career Development Mentoring Program

**MENTOR APPLICATION**

Instructions: Please provide the following information to Michelle Potter, OMB  
**Applications must be received by August 7, 2015**

**EXPERIENCE**

Have you ever had a mentor?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you ever been a mentor?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

In the space below or on a separate sheet of paper, please describe an experience in which you were able to help someone else:

Signature of applicant:

Date:

**Please Return to:**  
**Michelle Potter, OMB**  
**Carvel State Office Building**  
**820 N. French Street, 10<sup>th</sup> Floor**  
**Wilmington, DE 19801**  
[michelle.potter@state.de.us](mailto:michelle.potter@state.de.us)

For Office Use Only:

Career Development Mentoring Program  
Mentor Checklist & Skills Assessment

Mentor Checklist

I meet all the following requirements:

- I have been employed by the State for at least one year.
- I have broad organizational knowledge and networking abilities.
- I am committed to being a mentor for at least one year.
- I am committed to being available to my mentee for at least an average of one hour per week.

I have the following traits:

- I am a good listener.
- I am able to give constructive feedback.
- I am committed to others' growth and development.
- I am approachable.
- I am open-minded and able to value different perspectives.
- I am a role model.
- I am encouraging.
- I am positive and sincere.
- I am someone who can admit mistakes and learn from them.
- I am someone who gives.
- I believe in continuous learning.
- I have the skills to assess a situation objectively and to take the correct action.

NOTE: Not all traits have to be checked to become a mentor. You and the mentoring program coordinator will discuss this checklist once you have completed it to determine if you are suitable for the program, or if you need any special training before starting the program.

# Skills Assessment

There are no right or wrong answers to this skill assessment. It is simply a guide to show what things you would be good at mentoring.

This is what I am good at:

## People

- \_\_\_ advising
- \_\_\_ briefing
- \_\_\_ communicating
- \_\_\_ consulting
- \_\_\_ coaching
- \_\_\_ facilitating
- \_\_\_ following through
- \_\_\_ giving feedback
- \_\_\_ guiding discussions
- \_\_\_ influencing
- \_\_\_ initiating
- \_\_\_ instructing
- \_\_\_ interviewing
- \_\_\_ managing
- \_\_\_ mentoring
- \_\_\_ motivating
- \_\_\_ negotiating
- \_\_\_ persuading
- \_\_\_ public speaking
- \_\_\_ selling
- \_\_\_ sponsoring
- \_\_\_ supervising
- \_\_\_ teaching
- \_\_\_ training
- \_\_\_ tutoring

## Data/Information Things

- \_\_\_ accounting
- \_\_\_ analyzing
- \_\_\_ balancing
- \_\_\_ budgeting
- \_\_\_ collecting
- \_\_\_ comparing
- \_\_\_ compiling
- \_\_\_ computing
- \_\_\_ creating
- \_\_\_ designing
- \_\_\_ estimating
- \_\_\_ evaluating
- \_\_\_ forecasting
- \_\_\_ idea generating
- \_\_\_ imagining
- \_\_\_ interviewing
- \_\_\_ organizing
- \_\_\_ planning
- \_\_\_ problem solving
- \_\_\_ researching
- \_\_\_ repairing
- \_\_\_ surveying
- \_\_\_ sorting
- \_\_\_ synthesizing
- \_\_\_ systemizing
- \_\_\_ agility & speed
- \_\_\_ assembling
- \_\_\_ calibrating
- \_\_\_ constructing
- \_\_\_ cooking
- \_\_\_ crafting
- \_\_\_ growing things
- \_\_\_ building
- \_\_\_ hand & eye coordination
- \_\_\_ handling & packing
- \_\_\_ finger dexterity
- \_\_\_ inspecting
- \_\_\_ maintaining
- \_\_\_ maneuvering
- \_\_\_ manufacturing
- \_\_\_ molding
- \_\_\_ motor skills
- \_\_\_ operating
- \_\_\_ painting
- \_\_\_ precision
- \_\_\_ preparing
- \_\_\_ retrieving information
- \_\_\_ setting up
- \_\_\_ using my hands
- \_\_\_ weaving

My top four strengths are:

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Please provide any additional information you would like to consider:

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Career Development Mentoring Program  
Mentor/Mentee Monthly Progress Report

For the month of \_\_\_\_\_

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Mentee's Name: \_\_\_\_\_ Mentor's Name: \_\_\_\_\_

1. How much time was spent with your mentee/mentor in the past month (face-to-face, phone, e-mail, texting)?

\_\_\_\_\_  
\_\_\_\_\_

2. Do you feel the time spent with your mentee/mentor was beneficial? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Do you feel communication with your assigned mentoring partner is good? Yes \_\_\_ No \_\_\_\_\_

Please comment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. What are some of the things that you feel you and your mentee/mentor accomplished in the past month?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Comments/Suggestions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Due by the last day of each month to Michelle Potter, OMB**  
**Carvel State Office Bldg., 10<sup>th</sup> Floor**  
**820 N. French Street, 10<sup>th</sup> Floor**  
**Wilmington, DE 19801**  
**[michelle.potter@state.de.us](mailto:michelle.potter@state.de.us)**

*Thank You!*

## Mentoring Curriculum Schedule 2015-2016

7/15/15	Information Meeting	1:00-4:00	Carvel training Room
7/16/15	Information Meeting	9:00-12:00	Haslet Room 133
8/7/2015	Applications Due		
9/21/2015	UIF Training Session #1: Intro to Successful Mentoring	9:00 - 4:00	Paradee
10/26/2015	UIF Training #2: Mentor/Mentee Skills	9:00-1:00	Haslet Room 133
11/17/2015	Career Exploration	9:00-2:00	Webb Building
12/9/2015	Time Management	9:00-4:00	Haslet Room 133
1/13/2016	Emotional Intell.	9:00-4:00	Paradee
1/21/2016	Communicating Non-Defensively	9:00-3:00	Paradee
2/11/2016	UIF Training Session #3: Communication Skills & Focus Groups	9:00-4:00	Paradee
2/18, 2/25, 3/3/2016	Put It In Writing	9:00-4:00	Paradee
3/9/2016	Personal Profile/Behavioral Styles	9:00-3:00	Paradee
4/7/2016	Effective Presentations Skills	9:00-4:00	Paradee
4/25/2016	Success 101/Interview Skills	9:00-4:00	Paradee
5/26/2016	Celebration Luncheon	10:00-1:00	Buena Vista



## Frequently Asked Questions

1. What if I miss a class?
  - a. The curriculum aims to ensure that Mentees in the Program develop the knowledge, skills and attributes to support them in their career goals.
  - b. So all efforts should be made to attend each class. However, if that is not possible you should contact Michelle Potter to work out the details of your particular situation.
2. How do I give a testimonial?
  - a. Contact Michelle Potter to arrange the details at [michelle.potter@state.de.us](mailto:michelle.potter@state.de.us) or call 302-577-8977.
3. How do I apply to participate as a mentor or mentee?
  - a. You can find all needed information about participating in the Mentoring Program and fillable forms on our website at: [www.hrm.omb.delaware.gov/employee/mentor.shtml](http://www.hrm.omb.delaware.gov/employee/mentor.shtml).
4. How long is the Program?
  - a. The Program is one year; however, many mentor-mentee relationships continue past the end of the year.
5. How many classes are there?
  - a. There are three workshops and seven classes for a total of ten altogether. Most classes are a full day.
6. Do I need my supervisor's approval?
  - a. Yes, all Mentees must submit the Supervisor's Nomination Form signed by their supervisor.
  - b. Mentors are encouraged to gain the support of their supervisor as well; however, no formal documentation is required to be submitted with the application.
7. What if my relationship with my Mentor/Mentee is not working?
  - a. We ask that each Mentee and Mentor submit a monthly progress report. This will help us identify any mismatches in a timely manner. We will make every attempt to assist in resolving any issues; however, if a suitable alternative arrangement cannot be made we may ask the participants to reapply the following year.
8. If I don't attend the Information Meeting can I still apply?
  - a. We encourage all potential participants to attend the Information Meeting. Being a part of a larger group is much more valuable than just getting the information via email. However, if you are unable to attend you can still apply. Contact Michelle Potter at [michelle.potter@state.de.us](mailto:michelle.potter@state.de.us) or call 302-577-8977.

9. What if I already had taken a class that is scheduled as part of the Mentoring Program?
  - a. Email Michelle Potter which class you have taken and the date. A decision will be based on the class, when you took the class, and if the content of the class has changed.
10. What forms must I submit by the deadline?
  - a. Mentees must submit the Mentee application and the Supervisor's Nomination form signed by the supervisor.
  - b. Mentors must submit the Mentor application and the Mentor Checklist and Skills Assessment form.
11. Can Causal Seasonal employees apply?
  - a. At this time the Mentoring Program is for permanent state employees.