



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

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MENTEE PROFILE

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Purpose:

To obtain details about the experiences and expertise of mentees and understand their relationship preferences.

Context:

In order to pair mentees with the right mentors, it is critical to understand mentees' experiences, knowledge, skills, and preferences. This questionnaire helps the Mentoring Program Manager (MPM) to collect the pertinent information to make this match.

Instructions for Mentoring Program Manager:

This questionnaire may be used in its entirety, or you may select specific questions you find most relevant for your mentoring program.

- Step 1:** Customize this questionnaire by following the instructions in **[bracketed, red font]**.
- Step 2:** Remove this section before distributing to mentees who are interested in being mentored.
- Step 3:** Distribute this form to identified Mentees.
- Step 4:** Once the Mentees return the questionnaires, analyze their preferences.
- Step 5:** Match mentors and Mentees based on the criteria that is most important to your organization.

1.0 MENTEE PROFILE

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 Request. 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. E-MAIL:
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