

# **DOD Mentoring Resource Portal**

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## **MENTOR PARTICIPATION REQUEST - EMAIL TEMPLATE & PROFILE FORM**

*Mentor/Mentee Matching*

## **MENTOR PARTICIPATION REQUEST – EMAIL TEMPLATE & PROFILE FORM**

### **Purpose:**

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

### **Audience:**

Mentors, Mentoring Program Coordinators

### **Context:**

Part 1 - Use this email template to gather information regarding potential Mentors expertise, 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 Mentors with the right Mentees, it is critical to understand Mentors' experiences, knowledge, skills, and preferences. This form helps the Mentoring Program Coordinators 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 Mentors
- **Step 5:** Once the Mentors 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 Mentor'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 with senior leaders (like you) for career guidance and support in their development objectives.

At this stage, we are looking for senior leaders who are willing to Mentor our top talent. We feel that you are a very strong candidate for this. Should you participate, not only will you be helping our organization build internal talent, but you will also have the opportunity to improve your leadership skills, increase your visibility across the organization, and expand your professional network.

To participate, please follow the instructions below:

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

Please note that completing the Mentor 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 Mentee 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 MENTOR PROFILE

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

Once you have filled out this form, please return it to the **[Mentoring Program Manager Coordinatorcontact 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. MENTEE PREFERENCES (EDUCATION, YEARS OF EXPERIENCE, SPECIALTY AREA, GEOGRAPHIC LOCATION, ETC.)

16. MENTORING EXPECTATIONS (WHY DO YOU WANT TO PARTICIPATE IN THIS PROGRAM? )

17. ADDITIONAL INFORMATION