

## Citywide Mentorship Program

### Program Overview

The City of Portland Mentorship Program is designed to be a multi-faceted employee development program. It is intended to capitalize on the experiences of successful role models (mentors) who are willing to volunteer to serve, on an individually structured basis, to assist employees (mentees) who wish to define and develop their own careers through goal setting and personal initiatives.

The dedication and support of mentors and mentees, their supervisors and managers, and the organization is required in order for the program to be successful and to accomplish results. The mentorship program is more about an employee's (mentee's) career goals and objectives. The program is holistic with a long-term goal of supporting the mentee's future career within/outside their bureau and outside of the City. The mentorship program also helps the employee to navigate the City as mentors help mentees to understand what development, knowledge, and experiences is needed.

### Objectives

The objectives of the mentor program are as follows:

1. Improve performance of employees in new jobs through modeling and guidance by a high-performing seasoned employee.
2. Prepare employees for advancement
3. Improve morale, motivation, job performance and job satisfaction by providing learning opportunities
4. Increase retention of high-performing seasoned employees in an environment where their knowledge and contributions are valued
5. Enhance leadership, communication, and decision-making skills

### Timeline

- General Information Session: July 22<sup>nd</sup>, 2022
- Mentor Posting: Aug 1<sup>st</sup> – Aug 15<sup>th</sup>, 2022
- 1 Mentor Information Session on August 9, 2022
- Application review: Aug 16<sup>th</sup>-Aug. 19<sup>th</sup>
- Applicants Notified: Aug. 22<sup>nd</sup> -Aug. 23<sup>rd</sup> (no later than).
- Mentor Bio due Sept. 2<sup>nd</sup>, 2022
- Mentor Meet-Up: Week of Sept. 12 (this will be a Mentor Info Session)
- Mentee Posting: Sept. 12<sup>th</sup> - Sept. 26
- 1 Mentee Information Session on Sept 20<sup>th</sup>, 2022
- Application review: Sept. 27-Sept 30<sup>h</sup>
- Mentee Pairing notification: week of Oct 3<sup>rd</sup>
- Program Kickoff: week of October 10<sup>th</sup>, 2022
- Program Dates: October 11<sup>th</sup> 2022 -March 17, 2023
- Closing Ceremony on April 4<sup>th</sup>, 2023

*\*Timeline is approximate and subject to change*

### Minimum Qualifications – Mentors

- Candidate has a strong interest in supporting others in learning new skills and growing professionally



- Candidate has worked at least 6 months for the City at the time of application
- Candidate is not currently on a corrective action plan
- Able to commit for the 6 months program time period

### **Minimum Qualifications – Mentee**

- Candidate has a strong interest in their professional development.
- Candidate is not currently on a corrective action plan
- Able to commit for the 6 months program time period

### **Participation**

Mentors and mentees should be able to set their own meeting schedule (we recommend meeting at least once a month) to ensure mentors have time to work with the mentees on their goals (approximately 4-5 hours per month in addition to their regular work assignment).

Once a quarter or every 2 months, there will be BHR Training check-in meetings to attend to gauge if the program is meeting each parties' needs and determine if additional resources are needed.

*Note that identifying backup coverage and/or adjusting work schedules maybe needed. It is the employee and manager/supervisor's responsibility to coordinate coverage and the intent is not for overtime to be incurred.*

### **Mentor Spots**

The Citywide Mentorship Program will consist of multiple mentors. In addition to selecting mentors to fulfill the number of open mentor slots, if applicable, runners -up will be added to a waitlist. Progression will occur if a selected mentor is unable to fulfill the 6-month assignment. The number of mentors that will be selected will depend on mentee participation.

### **Mentor Profile**

Once the Mentor spots are filled, Mentors will need to submit their BIO to BHR Training. The Bios will be posted to allow mentees to choose a mentor.

### **Mentee Spots**

The Citywide Mentorship Program spots for mentees will be dependent on the number of mentors that apply and upon whether a Mentor takes on 1 or 2 mentees).

### **Time Commitment**

Participants will need approximately 5 hours of paid work time once per month to take part in the program (this is a part of your regular work hour). Estimated times are as follows:

#### **Mentor**

- 1 -3 hours for monthly Speaker Series sessions
  - Kick-Off
  - Monthly Speaker Series: Mentorship Program Speaker Series which will focus on Core Value Themes
  - Mentors will have access to LEAD (Leadership Engagement and Development) courses.



- **1-2 hours** - 1:1 Mentor/Mentee check-ins (minimum time spent monthly)
  - *Focus of coaching sessions are based on individual professional goals and perceived strengths and opportunities for growth.*
  - Co-creation of an action plan that supports the growth and development of the mentee

#### Mentee

- 1- 3 hours for monthly Speaker Series sessions
  - Kick-Off
  - Monthly Speaker Series: Mentorship Program Speaker Series which will focus on Core Value Themes
  - Mentees will have access to LEAD (Leadership Engagement and Development) courses.
- **1-2 hours** - 1:1 Mentor/Mentee check-ins (minimum time spent monthly)
  - *Focus of coaching sessions are based on individual professional goals and perceived strengths and opportunities for growth.*
  - Co-creation of an action plan that supports the growth and development of the mentee  
\*\* you may have additional hours for activities/tasks that you have agreed to complete based on your goals and objectives)

### Program Schedule

The most valuable part of the mentorship program is to build relationships across bureaus and leverage diverse perspectives! Currently, many positions with the City of Portland are being performed remotely due to COVID-19. In the future, Mentor and Mentees could be: 1) full-time remote, 2) remote/onsite mix, or 3) full-time onsite. As the situation evolves, the exact work location of the Mentors and Mentees selected via this posting could change based upon leadership direction and approval. Decisions will be made with the intent to prioritize employee safety.

- Citywide Mentorship Program Kick-off (October 10<sup>th</sup>, 2022 – 10am-12pm)
  - Kickoff will include:
    - Welcome & Introductions-15 minutes
    - Presentation: What to Expect, Program Schedule, Tools & Resources, Next Steps-30 minutes
    - Guest Speaker-30-35 minutes
    - Question-10 minutes
    - Activity: Breakout time for the mentors & mentees to get started on setting goals -30 minutes
- Monthly Schedule
  - Bi-Monthly Check-Ins on the 2<sup>nd</sup> Tuesday of each month from 11:00am-12:00pm for Mentors and Mentees, (October – March 2023). Check-ins will allow participants to share success and obstacles, in addition to participating in an activity.
  - Speaker Series for Mentors & Mentees: Speaker Series will have a Core Value theme each month (starting with Collaboration and ending with Communication). The Speaker Series occurs on the 3<sup>rd</sup> Thursday of the month and will include:
    - Internal/external speakers (including Affinity Group Members and Equity Practitioners)
    - Breakout Room activities
    - Working through a work-related scenario provided by speaker/mentor or mentee-10 minutes
    - Debrief-10 minutes
  - Classes: Depending on the mentee's goals and objectives, mentees may attend classes at their own cost. Mentors or Mentees can take PCC or PSU classes through the Citywide class offerings. Note: classes with costs need to be approved by the participant's manager/supervisor



- to attend. Mentors & Mentees will have the opportunity to attend select LEAD classes.
- 2022-2023 Program Close (March 19th, 2023)
  - Closing Ceremony (April 4<sup>th</sup>, 2023)

## **Recruitment and Selection Process Overview**

### **Application Process**

Interested employees will apply for the Mentorship Program by responding to the Supplemental Questions provided through the Citywide Mentorship Program's NEOGOV posting:

1. Mentor Posting: From Aug. 1<sup>st</sup>– Aug. 15<sup>th</sup>, 2022
  - Application review: Aug 16th-Aug. 19th
  - Applicants Notified: Aug. 22nd -Aug. 23rd (no later than).  
\*\*If a Mentor is unable to fulfill the 6-month commitment after selection, the Mentor must send notification to BHR Training as soon as possible.
  - Mentor Biography due Sept. 2<sup>nd</sup>, 2022
2. Mentee Posting: From Sept. 12<sup>th</sup> – Sept. 26<sup>th</sup>, 2022
  - Application review: Sept. 27th-Sept. 30th
  - Mentee Pairing Notification: Week of October 3<sup>rd</sup>

From the list of qualified applicants, BHR Training will conduct an application review of the Supplemental Questions and notify all candidates to update them on their status