



Mentorship Program FAQs

Timelines

Is there a document or email confirming the program dates?

Yes, the [Citywide Mentorship Program Outline](#) shows program dates and milestones.

When will the Mentor posting be available?

This year's Mentor posting will open on Monday, August 1, 2022.

When will the Mentee posting be available?

This year's Mentee posting will open on Monday, September 12, 2022.

What is the expected time commitment for this program?

Between 5-6 hours per month.

Application & Selection Process

Is there a qualification process to be a Mentor or Mentee?

Yes. Mentors will need to meet the following minimum qualifications: have a strong interest in supporting others in learning new skills and growing professionally; have worked at least 6 months for the City at the time of application; not currently on a corrective action plan; and be able to commit for the entirety of the program timeframe (6 months).

Mentees will need to meet the following minimum qualifications: have a strong interest in their professional development; not currently on a corrective action plan; and be able to commit to the entirety of the program timeframe (6 months).

Will Mentees need to have been with the City for 6 months?

No, only Mentors must be with the City for 6 months.

Is supervisor approval required to apply for the program?

No, supervisor approval is not required to apply for the Mentorship program.

Will all Mentor candidates get the opportunity to participate?

It depends. There is no ceiling to the number of Mentor applications. However, how many Mentors are chosen for the program year will depend on the number of Mentees that participate. For example, if 100 Mentors apply and only 50 Mentees apply, then not all Mentors will be used. If fewer Mentors apply, then a cap may be looked at for Mentees.

Will all Mentee candidates get the opportunity to participate?

The number of Mentees will depend on the number of Mentors that apply.

Will Mentees get to choose their Mentor?

During the Mentee posting process, applicants will be able to list their top 5 choices for Mentors, with the goal of pairing the Mentee with one of their preferred Mentors. If none of the Mentee's top 5 choices are available, BHR Training will reach out to the Mentee to offer alternatives.

Can a Mentee request a new Mentor if it's not working out?

Yes. Mentees can request a new Mentor by contacting BHR Training.

Do the Mentor and Mentee need to be from the same bureau?

No, the program is Citywide so Mentors and Mentees may be from different bureaus.

Can you be a Mentor and Mentee at the same time?

Yes, you can be both a Mentor and a Mentee during the program year.

If I'm in the Path to Leadership program, can I also do this program at the same time?

To offer equitable access to Citywide professional development opportunities, BHR asks that confirmed Path to Leadership participants allow others to apply for the Mentorship Program. If you applied but were not accepted into this year's Path to Leadership cohort, BHR highly encourages you to apply for the Mentorship Program.

Can City volunteers (e.g., board or committee members) be part of the program?

The Citywide Mentorship program is internal to current City employees, so at this time, volunteers are not eligible for the program.

Program Elements

Do program meetings take place during the workday?

All program meetings (BHR Check-in, LEAD classes, Speaker Series, and BHR Check-ins) will occur during normal working hours.

Will the program meetings be virtual?

Yes, this year's program meetings will be virtual. The Mentor/Mentee check-in could be virtual or in-person based on comfort level.

Will the monthly meetings be recorded?

It may be possible for monthly sessions. BHR will ask program facilitators beforehand if recording can be done.

Please explain the purpose of the LEAD classes. Do both mentors and mentees attend?

Normally, the Leadership Engagement and Development (LEAD) classes are only offered to City managers and supervisors. However, one of the major feedback items regarding the program in prior years was that it did not supply enough professional development resources.

Based on this feedback, access to a limited number of LEAD classes have been included in this year's program to support the professional development of both Mentors and Mentees.

Are there any LEAD classes on the City Core Values?

A LEAD class on Core Values is in development. If it becomes available during the program timeframe, it will be offered as an option to Mentors and Mentees.

Is there a charge code or cost center for SAP that should be used?

No. Similar to the Path to Leadership program, this is a professional development opportunity that bureaus support for their employees.

Will BHR request feedback from the Mentees on the Mentors and the overall program?

Yes, the program is data-driven and there will be surveys sent out mid-program and the end of the program year to gauge the success of the program. Data will be used to refine the next program year.

Mentor & Mentee Meetings

Will the program schedule Mentor and Mentee meetings?

Mentors and Mentees will schedule their own check-in to determine the best schedule and location. There could be remote meetings, or in-person meetings based on the comfort level of the Mentor or Mentee. The BHR Check-ins, Speaker Series, and LEAD classes will be scheduled and held in Zoom.

What do Mentors and Mentees talk about during their meetings?

Meetings should involve the Mentee identifying their goals and objectives and then working with their Mentor to identify actions needed to meet the goals and objectives.

Would this program be helpful for someone who isn't sure of their career path or how much further they could develop it or grow?

Yes, when working with the Mentor, the Mentee can determine their goals and objectives and the Mentor can provide guidance on how to get there.

What is the relationship between the performance goals/measures set through this program and those set through Success Factors?

The program should help support the professional development of both the Mentors and the Mentees. Also, Mentees will work with their Mentors to set goals and objectives that they want to support their career development.