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In MENTORING

I&S Mentor Program Handbook

2020-2021

Program Introduction

Welcome to the Infrastructure & Sustainability Mentor Program. The program is designed to provide staff an opportunity for professional and personal development. Program participants will enhance the professional development process by serving as role models, identifying career goals of mentees and preparing our employees for success in their careers with the University of Colorado Boulder.

This handbook serves as a guideline for the mentor process. Each relationship is unique and can be tailored to meet individual team members needs. There are several ways that participants can facilitate the process including:

- Advice on career options, beneficial trainings and/or potential coursework.
- Networking - both internal and external to the university.
- Hands-on learning opportunities - meetings, shadowing mentor activities.
- Helping to identify goals and career opportunities.
- Knowledge transfer and information sharing

This is a voluntary program and should be a benefit to both members of the mentor team. Feel free to make each experience as individual and enjoyable as possible.



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2020-2021 Key Dates

September 1	Registration is open. Applications are due September 18
Week of Sep 25	Applicants are notified of their acceptance into the program
September 29	Orientation meeting with all participants
Oct-May	Ongoing meetings and professional development
May 2021	Program concludes - Program Recognition Event

Expectations and Goals

Program participants will be partnered according to their preference listed on the program application, their respective experience and career goals. The role is completely voluntary and the match should be mutual between both parties. Each participant should be a good listener, have excellent communication skills, and enjoy sharing mutual knowledge.

Mentor teams will be expected to initially meet and develop a Mentor Action Plan (M.A.P.), and also hold regular meetings (at least two hours per month) throughout the duration of the program. Participants should be willing to share relevant professional experience and keep all discussions confidential. The main goal at the completion of the program is to successfully reach goals created and agreed upon by each mentor team during the course of the program.



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Eligibility

To be considered for the I&S Mentor Program, you must be a certified employee (one year of employment in your current department) and in good standing, having received at least a satisfactory rating on your last performance evaluation, and have no attendance issues. You may apply or be recommended by a supervisor or fellow employee to be considered. You must also be willing and able to commit to at least two meetings per month with your partner for the duration of the program. If more meetings, trainings, projects, etc, are desired, then supervisor approval may be required.

Acceptance into the mentor program is not guaranteed with application. Mentees will be limited to the number of available mentors and how well they match with the mentor's experience as well as the mentee's career goals.

Supervisor Approval

The I&S Mentor Program is a director-sanctioned program and supervisor approval is not required to apply or participate. Supervisor approval for the monthly meetings is not required as long as the schedule does not disrupt job duties. Any additional time needed for program activities may require supervisor approval.



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1. Application: If you are interested in becoming a mentor or mentee or would like to nominate someone to participate, please fill out the appropriate application. After the annual application deadline, mentors and mentees will be matched according to career choices and partner preferences as listed on the application.

2. Selection: On the application, you are given the opportunity to select possible employees who you would like to be matched with. We will attempt to honor your specific request if possible. If you are willing to mentor more than one candidate please note that on the application. Each mentor and mentee will be notified of their partner by the mentor program manager.

3. Initial Meeting: Getting to know each other.

Establish Ground Rules - Set expectations and goals for your time together. Feel free to discuss your expectations of each other and topics you want to share and learn. Discuss how you want to communicate and how often. If you are going to keep a journal, decide who will be responsible for maintaining it.

Set a Time to Meet - Find a time and day of the week to meet and stick to it as much as possible. Setting a schedule to meet on a regular basis will keep both partners engaged, so it is important to agree to make that meeting time priority.

Develop a Relationship with Trust - Share your story, backgrounds, goals, likes and dislikes with each other. Ask questions. Remember that your conversations must remain confidential.



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4. Time Commitment: The time commitment is independent to each partnership and may vary. Partners are generally expected to meet at least two hours each month. This time will be considered work time; therefore, supervisor approval will not be required for these meetings. Any additional time spent away from the employee's current job will potentially need supervisor approval. For FAMIS time entry used in Facilities Management, please use the Work Order Code: TMTOR/REG when recording any time related to the program.

5. Ongoing:

Professional Development - Program participants should suggest trainings, reading materials, seminars, classes, etc., that you feel would be useful to your partner. Feel free to go to these together, if possible. Both participants should bring questions and goals to each meeting.

Networking - This can be a useful way for you both to meet professional peers on campus or external to the university.

Special Projects - Include your mentee on any projects/meetings you are working on, if appropriate, or coordinate specific projects for your partner.



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6. Conflicts: Conflicts are normal with any partnership. As part of the process, try to resolve them between you and your partner. If this is not possible, please contact the Program Manager for assistance.

7. Pitfalls:

Based on mentoring research, common reasons a mentoring relationship may not be successful include:

- Poorly executed first meeting, or lack of meetings
- Unrealistic expectations
- Unclear goals
- Lack of adequate planning and/or commitment
- Lack of structure regarding meeting times
- Insufficient follow-up and closure goals
- Breach of confidentiality

8. Completion: There will be a program evaluation required for all participants at the end of the program to address accomplishments and any suggestions you may have for the program moving forward. It is advised that you keep a journal of notes throughout the entire year to make this evaluation effective for future success of the program.

Recognition Event - All participants will be included in a recognition event to celebrate successes and the completion of the program.



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This program is completely voluntary and is designed to provide supervisors an opportunity to document participation in the employee's performance plan/review. It may be included in the Narratives Section of an employee's performance evaluation, but should not be required in Goals and Objectives.

If you have any questions or need more information about the Infrastructure & Sustainability Mentor Program, please contact the Program Manager:

Kelsey Draper
(303) 735-6176
Email: kelsey.p.draper@colorado.edu



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Frequently Asked Questions

What are the requirements for applying to the I&S Mentor Program?

To be considered for the I&S Mentor Program, you must have successfully completed one year of employment in your department and received at least a satisfactory rating on your last performance evaluation.

How long am I expected to commit to the mentoring relationship?

Each session of the I&S Mentor Program runs from September to May.

What sorts of activities do partner teams work on together?

Mentor teams are involved in a variety of activities which are planned, developed, and carried out by each team during the year. Examples include: regular team meetings, attending meetings or events related to the interests of the mentor and mentee as identified in their team mentor action plan (M.A.P.), and job shadowing. Some teams choose to work on a specific project for the duration of the program.

How do I get paired with a mentor partner?

Establishing the mentor partner teams is completed when reviewing the participant applications. The application forms include an area where the applicant can identify a specific person that they would like to team with in the mentor program. If no one is identified on the application form, then the program manager will attempt to establish a match using the open applications submitted that did not specify a preferred partner.

