

### **The NHRA Silicon Valley Affiliate Mentorship Program**

*Our mission is to develop and sustain collaborative relationships that offer information, encouragement, advice and access to networks that offer growth in business and self.*

The NHRA Silicon Valley Affiliate is pleased to announce its Mentorship Program, created to develop collaborative and trusting relationships among our experienced and early career members. A solid and diverse network of area Human Resources professionals serve as the Mentors and share perspectives on their professional experience.

The Professional Development team will facilitate this program. Through an application process, we will match Mentees and Mentors based on their experience, business background, career aspiration and preferences. A solid and diverse network of area Human Resources professionals serve as the Mentors and share perspectives on their professional experience.

### **Key Factors for Success**

A successful mentorship program depends on several key factors:

- Mentors and Mentees clearly define and understand the roles and responsibilities of all participants (see Responsibilities section).
- Participants focus on action plans for development.
- There is appropriate recognition and acknowledgment of the value and benefits this program offers to both the Mentee and Mentor.
- A risk-free environment is established in support of an open and trusting relationship.

### **The Process**

- The Mentoring program is conducted over a 6-month period of engagement. Each cohort begins with the completion of surveys to understand individual goals and pair participants effectively. Mentees are selected and matched with Mentors who possess the expertise, resources and leadership qualities necessary to best guide their success. During the 6 months, the pair identifies strategies for developing and accelerating professional and personal growth. At the end of the cycle, both Mentor and the Mentee should be empowered to grow and thrive.

*Note: Information from the Mentor and Mentee surveys will be used and maintained only for the purpose of assigning Mentors and Mentees to professional relationships under the terms of the NHRA Mentor Program.*

## Becoming a Mentee

### A Successful Mentee is:

- An entry to mid-level Human Resources professional
- Motivated to take responsibility for self-directed growth
- Actively seeking development opportunities
- Aware of and understands the collaborative, reciprocal relationship
- Receptive to constructive feedback and coaching
- Committed to respecting and valuing their relationship with their Mentor
- Curious and eager to learn

## Responsibilities

A **Mentee** is a student who is motivated and assumes responsibility for his/her own professional development and growth.

A Mentee should:

- Learn about professional development, corporate cultures, industries, and the value of emotional intelligence in business
- Receive advice related to your professional development and executive career blueprint
- Initiate contact with your Mentor
- Accept advice and feedback without becoming defensive
- Communicate with your Mentor on a regular basis. **We expect a 1-3 hour per month commitment, for at least 6 months**
- Be realistic about the expectations you place upon your Mentor. This is NOT about job placement
- Understand the Mentor's expectations of you
- Plan and set the agenda for each meeting with your Mentor
- Explore/follow-through on advice, developmental feedback, referrals and opportunities presented to you by your Mentor
- Thank your Mentor for their time regularly
- Conclude the mentoring relationship and complete the Mentoring Evaluation Form to evaluate whether goals were achieved.

## Getting Started

- Once you have completed the Mentee survey, the Silicon Valley chapter engagement board members will thoughtfully match you with a Mentor
- You'll receive an invitation to the Mentorship program kickoff where you will be introduced to your Mentor
- At the kickoff, you'll have the opportunity to network with others in your cohort and you and your Mentor will have time to get to know each other
- Pick your first meeting date as a pair and let the mentoring begin!

*The NHRA Mentor Program is volunteer-based. Some of the subject matter discussed as part of the NHRA Mentor Program may be beyond the scope of the Mentor and may require professional assistance. Participants agree to a no-fault conclusion of the relationship if either party feels that the intended goals of the NHRA Mentor Program are not being met.*

***If you are interested in becoming a Mentee, please contact [Rachel.Wildman@gmail.com](mailto:Rachel.Wildman@gmail.com) for the application form link.***