



DC SHRM's mentor program provides a mechanism to formalize the relationship between volunteers in DC SHRM (mentors) and emerging professionals (mentees). The mentor program offers a structured setting in which to develop beneficial one-on-one relationships between individuals new to the field and seasoned professionals. Acting as an advisor, a teacher, and a guide to real-world experiences, mentors have the opportunity to encourage and counsel mentees by sharing their own experiences and knowledge of the HR profession. The following guidelines provide a designated structure for the program, to better assist mentees with their career development and goals.

### **Benefits of the DC SHRM Mentor Program**

The DC SHRM mentor program provides opportunities for mentees to:

- Explore the world of HR through interaction with professionals in the HR career of their choice.
- Gain an experienced HR practitioner's perspective on applying concepts to real-life situations.
- Familiarize themselves with industry protocol.
- Identify short-term and long-term professional development needs and goals.
- Realize the value of networking and enhance those skills.
- Develop a meaningful professional relationship over a specified period of time.

The mentor program benefits professionals by allowing them to:

- Contribute to the professional development of the future HR workforce.
- Identify potential interns and new hires for their organization.
- Assist mentees in beginning successful careers.
- Give something back to the HR profession.

### **Participation Requirements:**

**Mentees:** Must be a DC SHRM member.

Must actively participate and support DC SHRM chapter events.

Must complete a mentee application.

**Mentors:** Must be an active member of DC SHRM

Must actively participate and support DC SHRM chapter events.

Must be a current HR practitioner with at least 7+ years experience.

Must be willing to commit to the mentor program for a specified period of time.

### **Mentor Activities and Guidelines**

- Mentors must communicate with mentees on a regular basis.

- Mentors and mentees must complete at least two activities together.
- Mentee must make initial contact with mentor within one week of assignment.
- Mentees must attend recommended group meetings of all mentees.
- Mentees must keep a mentor program journal.

## Monitoring and Evaluating Results of the Program

In order to ensure that the mentor program is meeting its objectives, it is important to maintain open communication with all participants and to actively solicit feedback on the results. To this end, the following guidelines will be upheld:

- The mentorship chairperson will follow-up with participants to ensure that mentors and mentees have made initial contact by suggested deadline date.
- The mentorship chairperson will receive a written summary of the mentor experience from all participants.
- The DC SHRM Mentor Committee will conduct periodic group meetings or socials and discuss ways to improve the program.
- The mentorship program chairperson will conduct year-end interviews or group meetings to ask for program feedback.
- All participants will complete a program evaluation form at the end of the program.
- The mentoring committee will use the information obtained through these meetings and evaluations to assist current participants in achieving their goals for the program and to improve the mentor program for future mentors and mentees.

## Guidelines for Mentor/Mentee Meetings

- ❖ Mentee contacts mentor to arrange initial meeting and discuss scheduling.
- ❖ Mentee contacts mentor to arrange joint attendance at chapter meetings.
- ❖ Mentee contacts mentor as needed for advice on HR-related career direction.
- ❖ 1st Mentor/mentee meeting at the October kick-off session:

**Mentee:** Explain why you are interested in the HR profession.

Discuss your perceptions and expectations of the mentor relationship.

Ask questions.

Prepare list of goals for the program.

Plan future meetings and contacts.

**Mentor:** Discuss your current job responsibilities.

Explain how you got into the profession.

Discuss the necessary academic and personal preparation needed for your career.

Share your feelings on the importance of networking and continued professional development.

The program will conclude with a wrap-up meeting of all participants, with an overall assessment, evaluation and celebration.