

# ACEDS Mentee Application

## Mentee Requirements and Information

Mentees are individuals prepared to work hard to advance their careers and knowledge of e-discovery and are willing to accept guidance and suggestion. Mentees are ACEDS members who are willing and able to invest time and work into the mentorship program and their own career development or the building of their professional skills. Mentees will be expected to develop and fulfill predetermined goals and achieve specific milestones. They will need to attend the scheduled calls and actively work toward the goals that are set between the mentor and mentee.

Those mentees who are in need of CEDS exam coaching are expected to arrive on time and be prepared to put in the work as needed. If resume review is needed, mentees should be prepared to accept constructive feedback and implement changes suggested by their mentor.

## Who Should Apply

The mentorship program is meant to provide guidance and opportunity to ACEDS members who are junior in the industry, or even just starting. In addition to a passion for e-discovery, applicants should:

- Have Specific, Measurable, Achievable, Results-oriented, Time-based (SMART) goals
- Be willing to take suggestion and direction
- Be open to adjusting goals after speaking with their mentor
- Prepare to commit the time and effort to the program

## Goals To be Established

While not limited to the following, below are some examples of goals that may be set for the mentorship program:

- Publish an article
- Read a book relevant to e-discovery or related fields
- Take a class
- Attend an educational event
- Study to achieve a personal educational goal with the guidance of your mentor
- Review and revise their resume
- Prepare for a job interview or apply for a new position
- Speak at a conference or event
- Prepare for an initial or retake of the CEDS exam

Three to five goals should be submitted by the mentee within the mentee application, and these goals will be reviewed by ACEDS leadership to determine which mentor may be best suited to help the mentee meet their planned milestones.

## Mentee Application Process

Mentees will submit their completed application (available for download on [aceds.org](https://aceds.org)) to [mentorship@aceds.org](mailto:mentorship@aceds.org). Mentees should formulate their goals and succinctly summarize them in the mentee application. The mentee application should be completed in full, paying attention to calendar availability and work history.

Upon completing the mentee application, ACEDS leadership will review the mentee's request and seek to pair them with an available mentor. Within 30 days of the application submission, ACEDS will follow up with the mentee providing one of the following responses:

- Application has been approved and mentor assigned
- Application has been approved and mentee has been put on a waitlist for the next available mentor
- Application is pending, more information is required
- Application is denied, reasoning included

## Introductory and Planning Call

When the mentor and mentee pairing is finalized, ACEDS will arrange a call acceptable to all parties (within two weeks of pairing), and a calendar invite will be sent. This will be the introductory and planning call and will follow the agenda outlined in the document "Introductory and Planning Call Agenda."

## Meeting Schedule

During the introductory and planning call, a biweekly meeting schedule will be determined and put in place. Meetings will be scheduled by the mentor for 30-minutes unless otherwise arranged by both parties. ACEDS leadership will host a quarterly check-in call to review progress on goals and provide assistance to the mentor and mentee as needed. In addition to weekly/biweekly meetings, mentees will be expected to study/prepare/research as needed to meet their goals.

## APPLICANT INFORMATION

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Apt/Ste#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## AVAILABILITY

Mentors and mentees have the option to choose between a six or twelve month program and will meet for a 30-minute review and check in call every week or every other week depending on joint availability. Do you have a preference on this?

- |   |   |
|---|---|
| <input type="checkbox"/> Every week       | <input type="checkbox"/> 6-month program  |
| <input type="checkbox"/> Every other week | <input type="checkbox"/> 12-month program |
| <input type="checkbox"/> Either is fine   | <input type="checkbox"/> Either is fine   |

Are there any days during the week that **do not** work with your schedule?

Monday     Tuesday     Wednesday     Thursday     Friday

Preferred days?

Monday     Tuesday     Wednesday     Thursday     Friday

## WORK HISTORY

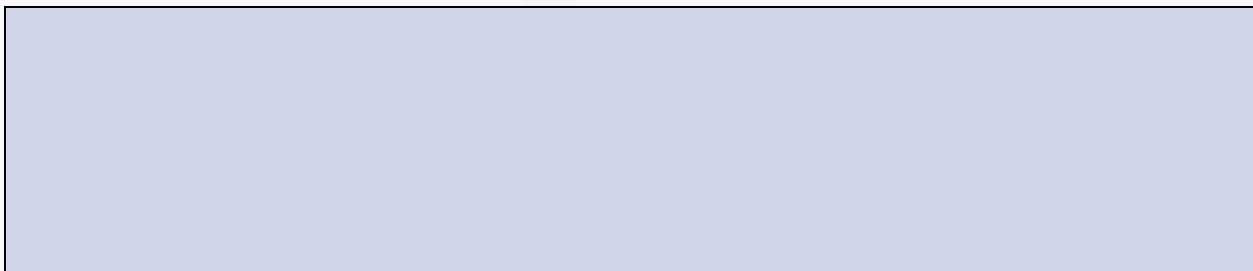
Please use the below section to provide information on your current job. In addition to the information you include below, please submit a copy of your resume.

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Dates Worked: \_\_\_\_\_

What are your primary job duties in this role?



What part of this job do you enjoy the most?



## AREAS OF INTEREST

What area(s) of e-discovery do you feel most confident in? Least confident?

What, if any, e-discovery vendor platforms are you familiar with?

What resources do you use to stay current with e-discovery trends and news?

What excites you most about e-discovery?

What is one quality your ideal mentor would have?

## QUESTIONNAIRE

Why do you want to apply for the Mentorship Program?

What skills would you like to develop?

What is the number-one goal you have for your time with the Mentorship Program?

Have you had experience in a mentorship program before? If yes, what worked/did not work?

Do any of your goals (included below) have a hard deadline for completion?

## GOALS

Using the sections below, please submit three to five goals for your program. Goals should be Specific, Measurable, Achievable, Results-oriented, and Time based (SMART). When a mentor is assigned, they will receive a copy of your application and goals for review. During the introductory and planning call, your goals will be discussed and finalized.

<b>Goal:</b>			
<b>What skill would I like to improve?</b>	What program/activity will provide the right opportunity?	What is the completion deadline?	How will we identify achievement?

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Please submit your completed application to [mentorship@aceds.org](mailto:mentorship@aceds.org). Applications will be processed within 30 days of submission.