

Thank you for your interest in the QWN Mentorship Session. Please read all of the information below and return the attached Application Form to Queen's Women's Network at qwn@queensu.ca by **January 15, 2021**.

Please note that filling out the application does not guarantee you a spot in the QWN Mentorship Program. To ensure that we have enough mentors for applicants we will be informing you of your application status by the end of January.

The Mentorship Relationship:

Unlike a teacher or even a coach who is focused on helping us learn and practice a particular set of skills, a mentor acts as a guide who helps us define and understand our own goals and pursue them successfully.

Good Mentoring therefore depends on a reciprocal learning relationship between you and your mentor. Together you form a partnership to work collaboratively on achieving mutually defined goals that focus on developing your skills, abilities, knowledge and thinking.

“The Mentee’s Guide – Making Mentoring Work For You”, Lois J. Zachary with Lory A. Fischer

The QWN Mentorship Program puts the Mentees in the driver’s seat. As a Mentee you are responsible for setting up meetings with your Mentor, bringing topics or questions to discuss and following up as required. We put our Mentees in the driver’s seat because our Mentors are great resources, and we use their time respectfully to allow them to provide this great opportunity to the members of Queen’s Women’s Network.

Mentorship Timelines Commitment:

The mentorship program runs for just under 1 year from approximately February until November. During this time you and your mentor will decide on the meeting structure that works best for both of you, meeting regularly within this time frame with a commitment of approximately 1 hour/month. Please see below for approximate timeline, please note that this is subject to change:

- January 15, 2021 - Mentee Applications Due
- End of January – Mentee Participation Confirmed
- Early February – DiSC Assessments, 1 hour lunch training & matches assigned
- Late February – Mentor/Mentee meetings begin
- June – Mid-year program meeting - 1 hour over lunch
- November – End of program Mentee meeting for feedback

Confidentiality:

All information provided in your application is confidential and will not be used or shared outside of the purposes of providing you with a mentorship match. Matches are not publicized, only you and your mentor will be aware of the match. If you have any questions or concerns, please contact anyone in the QWN Mentorship Committee.

Sincerely,

Your QWN Mentorship Committee 2021 - Sarah Bunting & Shoma Sinha



QWN Mentee Application



Applicant Information:

Name: _____ Email: _____

Department: _____ # of years at Queen's: _____

I would describe my career stage as (please check one): Early Career Mid-Career Late Career

Are you/have you previously been enrolled in a Queen's mentorship program? (eg. Emerging Leaders)

Yes No → If YES, please list mentorship program(s) below: (optional)

Mentor-Matching Questions:

1. What are your goals for being a mentee in the QWN Mentorship program?

2. If I could change 1 thing about my role or department, what would it be?

3. What is important to me in my work?

4. What do my colleagues appreciate about me?

5. What kind of experience are you hoping to gain from a mentorship relationship? (check all that apply)

- Champion of the organization
- Resources and information
- Personal Development
- Skill Development
- Competency development
- Goal Setting
- Network
- Manage life and work

Please describe any other support you may wish to receive:

6. Have you completed the DISC assessment before: Y N DISC profile: _____

7. Do you have a mentor (must be Queen's employee) in mind that you would like to suggest?

I certify that the information provided true and I understand the QWN Mentorship program commitments:

Name

Signature

Date