

Thank you for your interest in the QWN Mentorship Session. Please read all of the information below and return this document to Queen's Women's Network at [gwn@queensu.ca](mailto:gwn@queensu.ca) by **January 20**.

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:

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.

Depending on the individuals' work arrangements, meetings with your mentor may take place virtually or in person. Participants are expected to initiate contact and it's the mentee's responsibility that these meetings are scheduled and take place.

### Mentorship Timelines Commitment:

The mentorship program runs for approximately 10 months (February-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 per month. In addition to regular mentor meetings, mentees will have the opportunity to engage in reflection and goal setting activities with the other mentees enrolled in the program.

Are you available and committed to attend the learning sessions, in addition to your monthly meetings with your mentor, on the following dates:

- February 2            12:00-1:00pm            DiSC Session
- February 8            12:00-1:00pm            Orientation
- June 21                12:00-1:00pm            Mid-Year Check-In
- November 15        12:00-1:00om            Year-End Celebration

If not, please explain what may prevent you from attending any sessions:

To supplement the above meetings and provide additional support, the QWN Mentorship Committee will also be holding optional QWN Mentee Debriefs on the following dates:

- March 15 12:00-1:00pm
- April 19 12:00-1:00pm
- May 17 12:00-1:00pm
- July 19 12:00-1:00pm
- September 20 12:00-1:00pm
- October 18 12:00-1:00pm

### 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 on the QWN Mentorship Committee.

Sincerely,

*Your QWN Mentorship Committee 2023 – Sarah Bunting, Jenn Lucas & Shoma Sinha*

### 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)

- |  |  |
|--|--|
| <input type="radio"/> Champion of the organization | <input type="radio"/> Competency development |
| <input type="radio"/> Resources and information    | <input type="radio"/> Goal Setting           |
| <input type="radio"/> Personal Development         | <input type="radio"/> Network                |
| <input type="radio"/> Skill Development            | <input type="radio"/> 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 is true and I understand the QWN Mentorship program commitments:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date