

Guidelines for Nominations

MENTOR target nominations: Mid-level Executives <i>Sample titles:</i> • Sr. Vice President • Vice President • Sr. Director • Director	Additional Qualifications • Strong communication skills • Well respected by peers • Track record of high performance • Open minded • Committed to development • Potential for growth • Recommendations if appropriate
MENTEE target nominations: First line Managers and above <i>Sample titles:</i> • Director • Sr. Manager • Manager • Sr Staff/Manager • Engineer, Staff • Professionals	
Not targeted: • Temporary Workers • Consultants • Interns • Administrative Support • Non-exempt status	

Email/Letter for the Mentee's Manager/Supervisor

Your employee was selected to participate in a program to provide mentoring in support of professional development. The program is spearheaded by our organization to encourage women to fully maximize their career potential. Your guidance and leadership are important. Her job is still very much the priority and this program is not intended to defocus her from her job. Rather, the goal is that the time she devotes to this makes her a better rounded employee; one who becomes more self aware; and one who can personally and professionally mature through the guidance of a female mentor.

The potential mentee is fully aware that this mentoring relationship is decoupled from the performance review of her job, although you may opt to highlight any positive outcomes of her involvement in this program in her review. She takes personal responsibility for her career, and as such, will not allow the time she spends on this mentoring relationship to detract from her business objectives.

During the period of the mentoring program, she needs to carve out a limited amount of time—on a weekly basis—to participate in some activities:

- Weekly one on one meeting with her assigned mentor for ~1 hr
- Monthly group meetings with other mentors and mentees for ~1 hr

If you have any questions about her participation, please let us know.

.

Email for Prospective Mentees

You have been selected to participate in a Mentorship Initiative for women. The program is spearheaded a team that is focused on women's leadership, and who want to assist women with their professional development. As such, we would like to ***invite you to participate as a mentee.***

What is the program? It is an initiative pairing mentors who have professional expertise in various fields with up and coming professionals to provide guidance and support that will help the mentees maximize their professional development.

How much time does it take? Understanding you are very busy, you will need to carve out a limited amount of your personal time...

- **Overview of program** – mixer of mentors and mentees for pairing process (~ 2 hours)
- **Mentee orientation** - training session (~ 2 hours)
- **One-on-one meetings with your mentor** (1 hour/month or more if you choose)
- **Learning Events if offered**

We hope you view this invitation as an honor. We look forward to your involvement.

Email for Prospective Mentors

You have been identified as someone with insights and experiences that would greatly benefit an initiative providing mentors for women. As such, we ***invite you to serve as a mentor***. The program is spearheaded by a group of women who are focused on women's leadership, and who want to others with their professional development.

What is the program? It is an initiative pairing mentors who have experience in their fields with up and coming professionals to provide guidance and support that will help the mentees maximize their professional development.

How much time does it take? Understanding leaders are very busy; we are only asking you to devote a limited amount of your personal time....

- **Overview of program** - mixer of mentors and mentees for pairing process (~ 2 hours)
- **Mentor orientation** - training session (1 day)
- **One-on-one meetings with your mentee** (1 hour/month or more if you choose)
- **Learning events with mentors and mentees if offered** (2 hours/month)

We hope you view this invitation as an honor. We look forward to your involvement.