

UVA-FM MENTEE PROGRAM OVERVIEW

The FM Mentoring Program provides guidance, training, and inspiration to individuals who would like to develop into a stronger workplace professional.

Volunteer **mentors** include exceptional frontline employees, leads, supervisors, managers, assistant/associate directors, and directors who would like to help another FM employee achieve their professional goals.

Mentees include individuals throughout FM who apply to participate. FM Apprentices are required to participate as a mentee all four years of their apprenticeship.

GUIDELINES

- The mentor is meant to be a sounding board and an experienced guide.
- The mentor is not necessarily in the same field as the mentee.
- Mentors and mentees should be aware of the potential power dynamics between them and adhere to professional ethics and boundaries.
- All conversations are confidential unless both parties agree otherwise.
- Mentors and mentees are responsible for contacting one another with any changes in plans well before scheduled meeting times.

TRADITIONAL MENTORING

Through Traditional Mentoring, pairs work together to achieve career/professional development workplace goals and objectives. The length of the mentoring relationship is personalized based on the mentor and mentee goals. The apprentice mentoring relationship is a minimum four years.

FM EXCHANGE

The FM Exchange program is a short-term pairing of an employee who desires to learn more about a specific FM career or department with an experienced professional in that field. The goal of this meeting is to give employees a better understanding of career progression, essential education/certification(s), as well as an overview of workplace contributions and expectations in that position or department. Each pair typically meets only once. There is no expectation of the relationship to extend beyond this meeting unless both parties agree.

MENTEE BENEFITS

- Build a friendly and positive work environment
- Receive wisdom and advice, but have the freedom to make own decisions
- Receive practical help in clarifying broad learning goals and for obtaining additional training
- Have an outside party with whom to discuss problems/concerns and to receive constructive criticism

HOW TO APPLY TO BE A MENTEE

Mentee applications are accepted on an ongoing basis. Mentees are matched on a first come, first served basis based on the available number of mentors. To safeguard the time and attention essential in a traditional mentoring relationship, no mentor shall have more than two traditional mentees at one time. *The mentoring program comes secondary to all workplace duties and commitments. Please honor one another's time accordingly.*



Facilities Management
Occupational Programs
Occupational Training

UVA-FM Mentee Application



The Mentoring Program's mission is to provide support and serve as a resource while employees transition into or within University of Virginia Facilities Management. We are committed to providing mentees the opportunity to learn from accomplished mentors to develop and grow skillfully and professionally within the organization.

Steps to becoming an FM Mentee:

Step 1: Review the Mentee Overview

Step 2: Submit a completed mentee application

Mentee Applicant	
Name	Computing ID
Current Position	Phone Number
Previous University positions, if applicable	
Please select the mentor program for which you would like to apply	
Traditional Mentoring FM Exchange	
<i>Descriptions available in the Mentor Overview section</i>	
Why are you interested in participating in the Mentorship program?	

Please submit completed applications by email to fm-training@virginia.edu
Once reviewed, a member of the mentoring team will contact you within two weeks.