UVA-FM Mentor Application

The Mentoring Pathway'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 Mentor:

- Step 1: Review the Mentoring Pathway Overview
- **Step 2**: Submit a completed mentor application by email to <u>fm-training@virginia.edu</u> *Please feel free to attach a secondary document if you need additional space.*

Applicant Information	
Name	University ID
Current Position	Phone Number
Previous University positions, if applicable	
Why are you interested in participating in the Mento	rship program?
References	
Please list the names and contact information for two Facilities Management references.	
Name	Contact Information

Please submit completed applications by email to <u>fm-training@virginia.edu</u>. Once reviewed, a member of the mentoring team will contact you within 30 days.



UVA-FM MENTORING PROGRAM OVERVIEW



Mentoring provides guidance, training, and inspiration to individuals would like to develop into stronger workplace professionals. Mentoring teams work together to achieve workplace goals and objectives.

- Volunteer **mentors** include exceptional frontline employees, leads, supervisors, managers, and associate directors who would like to help someone achieve their professional goals
- **Mentees** include individuals throughout FM who elect to participate as well as traditional first-year apprentices
- Minimum time expectations:
 - All new mentors attend an overview session prior to being matched with a mentee
 - Length of formal mentoring relationship is personalized based on the mentor and mentee goals with the exception of the apprentice mentoring relationship which is <u>four</u> years
 - A minimum of one face-to-face contact once per month for the first six months and once per quarter for the remainder of the mentor/mentee relationship

MENTOR BENEFITS

- Enhance your skills. Mentoring allows you to strengthen your coaching and leadership skills by working with individuals from different backgrounds and with different personality types
- Develop and retain talent in your organization by priming promising employees to become topperforming contributors
- Create a legacy. By becoming a mentor, you create a legacy that has a lasting impact on your mentee and your field

MENTOR QUALIFICATIONS

- Sincere desire to be personally involved with another person to help them achieve professional development goals.
- Ability to communicate openly and non-judgmentally. Strong active listener.
- Ability to establish a relationship based on equal responsibility and respect.
- Practical problem-solving skills with the ability to suggest options and alternatives.
- Able to demonstrate a clear and solid understanding of a specific topic, subject, or area that can assist the professional development of a mentee.
- Strong organizational skills and punctuality to scheduled meetings.

