

# 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.

## 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.

**Is Traditional Mentoring right for me?** Traditional Mentoring is for those individuals who already have or who are looking to build individualized long-term development goals. Objectives may vary from professional development to more hard skill goals.

## 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.

**Is FM Exchange right for me?** FM Exchange mentees include those individuals who are interested in gaining an individual leader's perspective and hearing about their experiences through a one-on-one meeting.

## 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.

## 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. New mentee onboarding is offered twice per year based on the number of new applicants. 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.*

# 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                              | Trades license/knowledge, if applicable |
| <b>Please select the mentor program for which you would like to apply</b> |   |
| <b>Traditional Mentoring</b> <b>FM Exchange</b>                           |   |
| <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](mailto:fm-training@virginia.edu)

All applications will be reviewed by the Mentoring Program – Applicant Review Committee.

Once reviewed by the committee, a member of the team will contact you within two weeks.