

# UVA-FM MENTOR 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 natural leaders in FM who are invested in the long-term development of individual contributors. Their focus varies from professional development to the sharing of knowledge and skills.

## 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 mentors include those leaders in FM who may not have the time to invest in the long-term development of individuals, however they are open to sharing their perspectives and experiences with others through a one-time meeting.

## 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 top-performing contributors
- Create a legacy; by becoming a mentor, you create a legacy that has a lasting impact on your mentee and your field

## 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.

## HOW TO APPLY TO BE A MENTOR

Mentor applications are accepted on an ongoing basis. New mentor onboarding is offered twice per year based on the number of new applicants. Mentors and mentees are matched based on interests. 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 Mentor 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 Mentor:

**Step 1:** Review the Mentoring Pathway Overview

**Step 2:** Submit a completed mentor application

Mentor Applicant	
Name	Computing ID
Current Position	Phone Number
Previous University positions, if applicable	Trades license/knowledge, if applicable
<p><b>Please select the mentor program for which you would like to apply</b></p> <p><b>Traditional Mentoring</b>      <b>FM Exchange</b></p> <p><i>Descriptions available in the Mentor Overview section</i></p>	
<p>Why are you interested in participating in the Mentorship program?</p>	
References	
Please list the names and contact information for two Facilities Management references.	
Name	Contact Information

Please submit completed application 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.