

MENTOR/PROTÉGÉ GUIDELINES

Mentor/Protégé Shared Time: Mentor/Protégé contacts should occur at least once a week or not less than four times a month, and contacts should last not less than fifteen minutes nor longer than one hour per contact. Mentor/Protégé contact time should comprise at least five hours a month.

Supervisors as Mentors: Supervisors may be mentors, but generally, the mentor should not be the protégé's immediate supervisor. Exceptions may occur in instances where shared areas of responsibility or a specific request by both participants (supervisor/supervisee) make such a mentor/protégé relationship viable.

Content: Mentor/Protégé contacts will concentrate on applying the mentor's expertise, skill, and experience to enriching and improving the protégé's work experience and performance. Matters involving personality conflicts, personal grievances, or program management will be avoided.

Contact Types: Mentor/Protégé contacts may be made in person or by telephone, e-mail, or written correspondence. Where time and logistics permit, preference will be given to personal contacts.

Review: Mentor/Protégé partners will complete a monthly contact form (Triplicate Form or Contact Log) and submit it at the end of the month to management for review