**The WICT 2021 DC/Baltimore Mentoring Program**

**Mentee Application**

**Instructions:**

* Select File/Save As to save the application to your desktop.
* Fill out the application thoroughly.
* Send completed application [WICTdcbaltmentor@gmail.com](mailto:WICTdcbaltmentor@gmail.com) as an e-mail attachment.
* Applications must be received by **Friday, May 7, 2021.**
* Selected Participants and mentoring team assignments will be communicated after the deadline.
* You must be a WICT DC/Baltimore paid member to be accepted in the mentor program. [Click here](https://www.wictdcbalt.org/membership/) to become a member.
* **The Mentor Program fees have been waived this year.**
* Please review the program and application with your direct supervisor.
* Some organizations require HR approval. Please check with your local HR.

|  |  |
| --- | --- |
| Date: |  |
| Name: |  |
| Title: |  |
| Organization: |  |
| Address: |  |
| Phone Number: |  |
| Fax Number: |  |
| Cell Phone: |  |
| Email Address: |  |
| Your Manager’s Name: |  |
| Your Manager’s Title: |  |
| Your Manager’s Phone Number: |  |
| Your Manager’s Email Address: |  |

*Please answer all of the questions below:*

1. What are your top 2 – 3 issues/development areas you would like to work on with a mentor? Consider your past performance reviews and feedback you have received from others, as well as your career goals. List at least three specific objectives.

|  |
| --- |
| **Objective:**  **Objective**:  **Objective:** |

1. Based on your development areas, what are the most important attributes you would want in a mentor (experience/background, skills, style, location, individuals with similar career paths, etc.)?

|  |
| --- |
|  |

1. What kinds of people would you most like to be mentored by (e.g., someone in the same functional area, individuals in the same company, individuals at a specific level in the organization, individuals with similar career paths, etc.)?

|  |
| --- |
|  |

1. Are there any restrictions on the types of people you would not want to mentored by (e.g., competitor employees, employees in the same company, individuals below or above a certain professional level, individuals working in a certain function, personality types, etc.,)?

|  |
| --- |
|  |

1. Please answer the following questions concerning your job experience.

|  |
| --- |
| a. Years of work/business experience: |
| b. Years of cable/telecomm experience: |
| c. Are you an individual contributor (do not have direct reports) – Yes or No: |
| d. Are you a first level supervisor with direct reports – Yes or No: |
| e. Are you a manager with direct reports – Yes or No: |
| f. Are you a director with direct reports – Yes or No: |
| g. If you manage direct reports, how many years have you had direct reports: |
| h. If you manage direct reports, how many direct reports do you have: |
| i. If you lead a department/function – how many total employees are within your  scope of responsibility including your direct reports (N/A if not applicable): |

1. Please indicate your mentoring topic preferences ranking from 1-top choice to 5 (i.e. leadership development, networking, branding, executive presence. etc.).

|  |  |
| --- | --- |
| **Topic** | **Preference** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Please provide a paragraph describing your current job responsibilities (be specific).

|  |
| --- |
|  |

1. What are your career aspirations for the next 2 – 5 years?

|  |
| --- |
|  |

1. What do you most enjoy about your current job? What do you dislike about it?

|  |
| --- |
|  |

1. What else would you like to share about yourself that would help us make the right mentor match for you?

|  |
| --- |
|  |

**Please email this application and questions to** [**WICTdcbaltmentor@gmail.com**](mailto:WICTdcbaltmentor@gmail.com)

**Important Notes and Dates:**

* Applications must be received by **Friday, May 7, 2021.**
* Selected participants will receive communication and mentor pairing information shortly afterwards.
* The program kickoff webinar is scheduled for **May 26, 2021.**
* The mid-point connection call is scheduled for by **Aug 2021.**
* The final webinar is scheduled for **Nov 2021**.
* There will be scheduled check-in calls with mentors and mentees throughout the program, usually held monthly.
* Attendance is required for all webinars.
* Mentors and Mentees will determine frequency of virtual meetings within their pairings. Best practice is to connect at least monthly.

###### Mentee Participation Checklist

* Review the program overview with your supervisor.
* Complete the attached application and email it to [WICTdcbaltmentor@gmail.com](mailto:WICTdcbaltmentor@gmail.com)
* Applications must be returned by Friday, May 7, 2021.
* Reminder –you MUST be a WICT DC/Baltimore paid member. [Click Here](https://www.wictdcbalt.org/membership/) to join.
* Check with your HR regarding reimbursement.

***Thank you for your interest in participating in the program!***

For questions about the mentor program, please contact Adel Rezk at [WICTdcbaltmentor@gmail.com](mailto:WICTdcbaltmentor@gmail.com)