WHAT IS THE MENTORSHIP PROGRAM?
The mentorship program is a 9-month program designed to help mentees expand their professional networks, enhance their professional development, explore potential career possibilities and interact with an experienced UCOP mentors for coaching and guidance. And, due to past mentee feedback, six 1-hour mentee cohort brown bag check-ins are added to this year’s program in order to facilitate additional learning and networking. Each mentee/mentor pair is responsible for creating the goals and the supporting activities to assist the mentee in achieving their program outcomes.
The mentorship program is not intended to replacement the employee/supervisor relationship; rather to provide an additional resource for professional or career development.

WHO CAN BE A MENTEE?
The program is open for all Office of the President staff members (career, contract or represented) from all classifications, who have successfully passed their probationary status (for new employees), and submit their application by August 14th. To ensure others may utilize this opportunity, mentees may only participate in the program one time. Attendance at both the Mentoring Networking events on September 6th and 7th 2-3:30, is critical.

WHO CAN BE A MENTOR?
UCOP leaders or managers who have a least 1-2 hours per month to share, are interested in helping others with professional and career development, who are in job classifications at Manager, Senior Professional (MSP) Grade 23 and above or Senior Management Group (SMG), and have been in a leadership role for at least 2 years. Must be able to attend one of the Mentoring Networking events on either September 6th or 7th from 2-3:30.

WHAT ARE THE IMPORTANT DATES OF THE PROGRAM?
The program officially begins in October 2017 and lasts 9 months until June 2018. Other keys dates are:
1. Informational brown bag sessions (12-1pm) will be held:
   a. July 18th, Franklin, Room 5320
   b. July 20th, 20th Street, Room 411
   c. July 21st, Kaiser, Room 512
2. Mentor notice of interest due July 28 to Lance Page via email (lance.page@ucop.edu)
3. Mentee applications are due August 14.
4. Program acceptance notices will be sent by August 25th.
5. Mentor/mentee networking matching events will be on September 6th and 7th for 90 minutes each. Mentees must attend both sessions. Mentors will only need to attend one session.
6. Program celebration will occur in June 2018.

I DON’T KNOW WHAT I WANT TO DO WITH MY CAREER. SHOULD I STILL APPLY?
Yes. Sometimes just talking with someone else is the best way to discover next career steps. A mentor can provide different perspectives and work with the mentee to identify alternatives. The mentor may also introduce the mentee to other people who can assist in defining career goals.
HOW MUCH TIME DOES IT TAKE TO PARTICIPATE IN THE PROGRAM?
Mentorship activities should be arranged around your job requirements and your mentor’s availability. Different mentee/mentor pairings have spent different amounts of time on related projects or activities. In order to get the most from the relationship, a least one meeting per month is suggested, however, it is really up to the mentee and the mentor.

WHAT IS THE LEVEL OF SUPERVISOR AND MANAGER SUPPORT FOR THE MENTORSHIP PROGRAM?
Support for the Mentorship Program is very strong at the highest levels of the UCOP administration. We believe we will see a positive effect on the overall work culture at UCOP that will far outweigh any negatives. But program participation may require some sacrifices in terms of people’s time, and individual cases may involve some need to negotiate buy-in from supervisors and managers.

CAN MENTORS AND MENTEES ARRANGE THEIR MEETING TIMES DURING WORK HOURS?
UCOP leadership’s support of the Mentorship Program assumes that participants will arrange their meetings in a responsible way, either during or after working hours, to nurture the relationship and still meet job requirements. One popular approach is to schedule meetings offsite for morning coffee or lunch.

WILL PARTICIPATION IN THE MENTORSHIP PROGRAM HELP ME BE PROMOTED?
The objective of the program is to provide individuals with additional career development tools. However, there is no guarantee of salary increases or promotions. If an outcome of the program is that you identified new options or enhanced your skills, then new career opportunities may be available to you.

I HAVE NEVER HAD A MENTOR BEFORE? HOW WILL I KNOW WHAT TO DO?
There are guidelines, checklists and other materials to help pairs establish goals for their relationships, and workshops and training sessions will also be available. Peers in the program are another resource in the program. Mentees occasionally meet as a group during lunch hour to exchange ideas and participate in career development training.

WHAT FEEDBACK HAVE YOU RECEIVED FROM PRIOR MENTEES?
One mentee commented: My mentor gave me lots of helpful, useful advice in specific areas of my job. Her thoughts and comments really helped develop my confidence and gave me a better perspective on other job duties I want to explore in my position here at UC.

WILL IT COST ME ANYTHING TO PARTICIPATE IN THE PROGRAM?
No, there is no enrollment fee for the program. The only additional cost may be buying your lunch or a cup of coffee when you meet with your mentor, but “brown bagging” it for lunch is ok too!

IF I HAVE QUESTIONS ABOUT THE MENTORSHIP PROGRAM, WHOM SHOULD I CONTACT?
For questions and additional information, check the UCOP Mentorship Program website or contact Lance Page, UCOP Learning and Development, at 510-587-6460 or Lance.Page@ucop.edu or Karen Arnold, UCOP Human Resources, at 510-987-9488 or Karen.Arnold@ucop.edu.