



Mentoring Programme

Mentee Application Form

Please complete this form and return by email to learning.development@otago.ac.nz

Name

Department

Email address

Phone

Current position and level

What is your main objective in participating in a mentoring partnership?

What career issues would you like to highlight in this mentoring relationship?

What do you feel are your particular strengths?

What skills do you feel that you need to develop?

Is there any particular person or role that you would like as a possible mentor?

On the next page you will find a summary of roles and responsibilities found within a mentoring relationship. If you are able to commit to your role within the mentoring relationship, please sign the document.

We encourage you to discuss this opportunity with your manager or team leader.



Mentoring Programme

Mentoring is about maximising the opportunity for the professional development of staff through guided reflection and discussion

Mentors

A good mentor is someone who:

- Has a clear understanding of the University, its culture and systems
- Respects the beliefs, personal attitudes and values of others even though these may differ from their own
- Is prepared to share their experience and professional skills for the benefit of another
- Is able to provide both support and constructive criticism
- Is a good listener

A mentor is required to:

- Negotiate a contract with their mentee
- Fulfil the terms of that contract including the commitment to regular meetings with the mentee
- Provide information, analysis and support which will enable the mentee to make their own decisions
- Maintain a completely professional relationship with the mentee
- Observe strict confidentiality
- Provide a safe place where processes are open and shared
- Help the mentee explore and clarify thinking

Signed:

Mentees

A good mentee is someone who:

- Is actively seeking development
- Has a positive attitude and is open to new ideas
- Is prepared to be challenged, to work hard, to refine existing skills and develop new ones
- Respects the beliefs, personal attitudes and values of others even though these may differ from their own

The mentee is required to:

- Negotiate a contract with the mentor
- Fulfil the terms of that contract including the commitment to regular meetings with the mentor
- Accept full responsibility for making their own decisions
- Maintain a completely professional relationship with the mentor
- Observe strict confidentiality
- Think actively about sessions in order to identify matters for discussion
- Be prepared for the session by bringing any written material for the session
- Present issues as openly as possible during the session
- Advise in an appropriate and timely manner if unable to attend a supervision session
- Initiate the next appointment following cancellation

Signed: