



Mentoring Program Staff Mentee Application

The University of New Mexico Health Sciences Center Mentoring Program is structured to provide support, networking opportunities, and professional development training to help staff members develop their careers and to become effective contributors to the UNM Mission and community.

Name	
Current Job Title	
Component (select one)	
Department/College	
Mail Code	
Campus	
Email	
Phone	
Are you classified as University Staff?	
FTE %	
How long have you been in your current position?	
Have you completed your employment probation period at the Institution?	
How did you learn about the Mentoring Program?	
Would you be open to being matched with a mentor from a different HSC location than you? <i>Please note that it is the responsibility of the mentee to travel to the campus of their mentor for any face to face meetings.</i>	
Are there any additional factors or preferences that you would like the Mentorship Committee to take into consideration during the matching process?	



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Supervisor Authorization	
I have discussed the UNMHSC Staff Mentoring Program with my staff member and provide permission for my staff member to apply to the program. I understand that I may be contacted at a future date to provide confidential feedback on their strength as a candidate for the program.	
Signature of Supervisor: (Typed Name is Acceptable)	
Name of Supervisor:	
Title of Supervisor:	
Department/College:	
Email:	
Date:	

Applicant Acknowledgements:	
By signing this application, I acknowledge that:	
<ul style="list-style-type: none"> • I have read the website about the UNMHSC Staff Mentorship Program • I understand the time commitment and expectations for the program • I understand that participation in the program is completely voluntary and does not in any way guarantee career advancement, promotion, or salary increases • I understand that the information I've provided in this application will be shared with my future mentor • I understand that during the course of my mentorship program, I may have access to information that a reasonable person would believe to be confidential. I agree to treat any such information as confidential and give it the same care as I would my personal confidential information 	
Signature: (Typed Name is Acceptable)	
Date:	



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1) Provide a basic narrative outline of your work experience at UNM, and/or attach a copy of your resume.

2) What are your career goals and aspirations at UNM?



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3) How do you believe a mentoring relationship may assist you in advancing your career aspirations at UNM?

4) What are your expectations of a mentor and what are your expectations of the mentoring program? (I.E., utilize & grow my current skills; learn more about leadership positions and what successful leaders look like; develop my current network; get more involved in the UNMHSC community, etc.)



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As part of the matching process, we will try to match you with a mentor that has skills, strengths and career experience in areas that you are interested in learning more about. Please review the list below and check any skills, strengths, and career experience that you would like to learn more about. (Minimum 10 items).

Check	Skill, Strength, Experience	Check	Skill, Strength, Experience
	Academic Advising		Human Resources
	Academic Personnel		Information Technology
	Academic Services		Leadership Development
	Administrative Services		Management
	Admissions		Marketing & Communications
	Assessment		Media Relations & Media Management
	Budget Planning		Networking
	Business & Fiscal Services		Online Education
	Business Management		Operational Management
	Business Operations and Processes		Presentations
	Business Technology		Professional Development
	Career Advising/Career Services		Program Development & Management
	Communications		Project Management & Supervision
	Community Outreach and Partnerships		Public Relations
	Consulting		Public Speaking
	Data Analysis		Research Administration & Management
	Database Management		Research Development
	Departmental/Unit Operations		Research Integration
	Diversity & Inclusion		Research Publications
	Employee Development and Coaching		Strategic Planning & Initiatives
	Employee Engagement		Student Affairs & Student Life
	Employee Recruitment & Retention		Student Engagement
	Enrollment Management		Student Outreach
	Event Planning, Coordination, and Development		Student Recruitment & Retention
	Financial Operations & Services		Student Success & Retention Programs
	Global and International Initiatives		Student Support Services
	Global Outreach and Partnerships		Supervisory Experience
	Graduate Education		Time Management
	Grant and Proposal Writing		University & Corporate Branding
	Grant Award Research Administration (Pre/Post-Award)		University Administration
	Grant Management		University Library Systems
	Group Collaboration & Management		Work/Life Balance
	Health Promotion		Writing & Publications

Please note any additional skills, areas, or experience that may not be noted above:

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