



# Mentoring Program Staff Mentor 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? (Yes or no)   |  |
| FTE %   |  |
| How long have you been in your current position?  |  |
| Years Employed at UNM   |  |
| How did you learn about the Mentoring program?  |  |
| Would you be open to being matched with a mentee from a different HSC location than you?<br><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?  |  |
| All mentors in the program will be assigned one mentee. If necessary, would you be interested in mentoring more than one individual?  |  |

|   |  |
|---|--|
| <b>Supervisor Authorization</b>   |  |
| I have discussed the UNMHSC Staff Mentoring Program with my staff member and provide permission for my staff member to participate as a mentor in 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:<br><i>(Typed name is acceptable)</i>   |  |
| Name of Supervisor:   |  |
| Title of Supervisor:  |  |
| Department/College:   |  |
| Email:  |  |
| Date:   |  |



# Mentoring Program Staff Mentor Application

**Applicant Acknowledgements:**

- 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 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:

Provide a basic outline of your work experience at UNM and/or attach a copy of your resume

What are your expectations from your mentee and what expectations do you have for the mentoring program?



# Mentoring Program Staff Mentor Application

Please identify any skills, strengths, and career experience that you are able to offer in the mentoring process  
(Check all that apply):

| 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<br>(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:**