



2021 NASHRM Mentor University Information and Mentee Application Due: November 18, 2020

OVERVIEW

Thank you for your interest in the NASHRM Mentor University (NMU). We look forward to continuing this program in 2021 for NASHRM members.

This program is designed for individuals with at least three years of professional experience. Individuals participating in the program have a variety of career development objectives, including: building a strong professional network, expanding HR competencies, planning for a career transition, or increasing HR knowledge in a mentor/mentee relationship. You will be provided with an opportunity to learn from peers participating in the program as well as a variety of HR leaders who are guest Mentors from various organizations. At some of our meetings, guest Mentors will share insights and experience related to professional development topics such as strategic HR issues and managing organizational change. At other meetings, you may be required to lead a group discussion on a topic in which you have specialized interest and expertise.

COST

Cost of participation is a non-refundable fee of \$150 plus the cost of a study materials, up to two books. (For 2021 we will begin by studying a management classic called, "The First-Time Manager".) The program fee is needed to cover incidental costs for the 12-month program. If the program fee is deemed a financial hardship, options may be available to reduce the fee to selected participants. If you are selected, you will be notified of the process to pay the fee prior to the first meeting of January 11, 2021.

COMMITMENT

The estimated monthly time commitment for the mentoring program is five to 10 hours per month, which includes participation in monthly 3-hour group mentoring meetings.

There will be a total of 12 group meetings throughout the year. **Depending upon pandemic conditions, they may be virtual or in person.** It is expected that you will make every effort to **participate in all group-mentoring meetings and activities**. If an unexpected business trip or family emergency arises, or a meeting falls on a religious holiday that you celebrate, please communicate this conflict to the program director and your Mentor as soon as possible. Missed meetings cannot be "made up" and you are responsible for coordinating with your Mentor to obtain missed information and assignments. The program director will not be responsible for providing information from missed meetings.

If you choose to discontinue your affiliation with the mentoring program for a reason other than a personal emergency (i.e., serious illness, spouse job relocation, etc.), the NASHRM mentoring selection committee reserves the right not to reconsider you for participation in the future.

Your application indicates you understand the commitment required to participate in the mentoring program.

NASHRM Mentor University will sponsor up to 7 mentee participants this calendar year. While we would like to accept everyone, we believe that limiting the number of participants allows for more group interaction and helps make the program more meaningful for all involved.

SELECTION

You must be a member in good standing with the NASHRM chapter of SHRM. If you are currently an at-large SHRM member (without local chapter affiliation), you may apply for NASHRM membership concurrently with this mentoring program application. *Please make a note of this on your completed mentoring program application so that we may confirm your membership status.*

Criteria for selection and peer matching include, but are not limited to:

- Years of HR experience** (A minimum of 2-3 years of professional HR experience preferred)
- Depth/Breadth of HR experience** (demonstrated career growth through expanded job responsibilities, project management, team leadership, etc.)
- Education/professional certifications** (a degree in HR Management or HR Development and PHR/SPHR/GPHR/CEBS/CCP certification or SHRM certification is a plus)
- Career/professional development goals** (building specific competencies, expanding professional network, etc.)
- Commitment** (e.g., ability to attend mentoring meetings)

Our priority is to select NASHRM chapter members who are interested in advancing their careers and making a positive contribution to the HR profession. Information gathered during the application process will remain strictly confidential and is used solely for the purpose of NASHRM Mentor University.

All applications must be received ON OR BEFORE Wednesday, November 18, 2020.

QUESTIONS

For specific questions regarding the NASHRM Mentor University, please contact NMU Director Cindy Doty at nmu@nashrm.org.

Thank you for your interest in NASHRM Mentor University!

2021 NASHRM Mentor University Application

Applying for Mentee

Instructions: Please complete all questions on the application and attach a copy of your current resume. You may attach additional pages if more space is needed.

I. PERSONAL INFORMATION

Name:

Job Title:

Organization:

Organization size (# employees):

Industry (government, federal contractor, commercial, non-profit, other):

II. CONTACT INFORMATION

Work

Address (include suite # or mail code):

City, State, Zip:

Work Phone:

Work E-mail:

Personal

Address:

City, State, Zip:

Home Phone:

Cell Phone:

E-mail:

Preferred Email (for mentoring communication among participants):

_____ Home Email (recommended)

_____ Work Email

III. HUMAN RESOURCE MANAGEMENT WORK EXPERIENCE

A. Years HR Experience: Years Other Professional Work Experience:

B. Please indicate areas of HR specialization by noting the number of years in each of the following:

- HR Generalist-
- Benefits-
- Compensation and Rewards-
- Employment Law-
- Employee/Labor Relations-
- Equity/Inclusion/Diversity-
- Ethics Policies and Programs-
- HR Consulting-
- Recruitment/Retention-
- Staff Supervision/Management-
- Training and Development-
- Other-

C. Briefly describe your key responsibilities in your current position:

IV. PROFESSIONAL SOCIETY MEMBERSHIP & LEADERSHIP ACTIVITIES

- A. How long have you been a SHRM member? Local chapter member?
- B. What is your primary chapter designation? (For example: NASHRM)
- C. Please list any standing committee or board leadership roles you have held with SHRM (including local and student chapter volunteer activities):
- D. Please list any professional accreditations and/or awards you have received:
- E. Please indicate any other professional associations and/or civic activities with which you are affiliated:

V. CAREER DEVELOPMENT AND PROFESSIONAL FOCUS

- A. Why have you chosen a career in Human Resources?
- B. What are your long-term professional goals? What skills/competencies would you like to develop in order to help you reach these goals?
- C. If you had a chance to talk with an HR “thought leader” (or expert in the HR profession) about a strategic HR issue, what would you want to ask that person?

- D. Where do you believe HR can make the biggest difference in the culture and for our employers if we applied ourselves to it?
- E. What is the best career advice you have ever received?
- F. What specialized HR knowledge or lessons learned would you be willing to share during a group mentoring meeting?
- G. What would you be particularly interested in learning from others during a group mentoring meeting?
- H. Please describe your experience in any formal or informal mentoring relationship.
- I. Please describe any experience you have had with career coaching (e.g., familiar with the concept, earned a coaching certificate, engaged the services of a coach).
- J. Why do you wish to be considered for the NASHRM Mentor University?
- K. How will you meet the four to 10 hours per month time commitment required for the program?
- L. Please describe three career or professional development goals that you hope to make progress towards in the 2021 calendar year:
- Goal 1 –
- Goal 2 –
- Goal 3 –
- M. Are you interested in future leadership or volunteer opportunities with NASHRM?

VI. PERSONAL MENTOR

- A. What qualities are most important to you in a Mentor?

B. Would you be most comfortable with a Mentor who is (circle/highlight one)?

- a. Male
- b. Female
- c. Doesn't matter

VII. COMMITMENT

1. Do you commit to attend all 12 sessions of the program, absent unforeseen emergency? (We will meet as follows: JAN 11; FEB 8; MAR 15; APR 19; MAY 17; JUN 14; JUL 19; AUG 16; SEP 20; OCT 18; NOV 15; and DEC 20. Meetings will run from 5:30 p.m. to 8:30 p.m., either virtually or at SEA Wire and Cable at 451 Lanier Road, Madison, AL. In-person meetings will include a light meal. Whether NMU meets virtually or in person will depend upon pandemic conditions.)
2. During the program, do you commit to maintain contact with, encourage, and assist your Mentors with program activities?
3. Do you commit to advise the program director and your Mentor ASAP should an unforeseen situation occur to prevent fulfilling your commitments stated above?

SUBMITTAL INSTRUCTIONS

Thank you for taking the time to complete the NASHRM Mentor University application. Please remember to **include a copy of your current resume**. Please email your completed application package to Cindy Doty at nmu@nashrm.org.

The Mentoring Committee will review your application and you will be contacted with a decision by December 21, 2020. **Your application must be received NO LATER THAN Wednesday, November 18, 2020** in order to be considered for the 2021 program.

****Information gathered during the application process will remain strictly confidential and will be used solely for the purpose of the NASHRM Mentor University. ****