



## **Big Bend SHRM Human Resources Mentoring Program Overview**

Big Bend SHRM's mentoring program is designed for mentees with at least one year of employment experience (including volunteer work and internships) and who are ready to experience a variety of career development opportunities, such as; building a strong network, expanding competencies, planning for a career transition, or gaining experience through a relationship with a mentor. Mentees are provided with an opportunity to learn from subject matter experts. Meeting topics often include: HR strategic planning, organizational change management, talent management, employee engagement, personal growth/reputation management, and coaching.

Matching a mentor with a mentee is based on mutual areas of professional interest, experience level, and developmental goals. Mentors are expected to proactively support their partner in making progress toward their career goals. Mentees are expected to communicate his or her career goals and express an interest in making a positive contribution to the HR profession.

### **Program Objectives:**

- Increase the involvement of chapter members in professional development activities.
- Increase participant's practical experience.
- Develop the professionalism of chapter members which enhance opportunities for promotions and other career development.
- Build potential talent for future chapter leaders.

In order to ensure objectives are met, we will solicit feedback through open communication and/or surveys midway through the mentoring period and at the end of the mentoring agreement.

### **Benefits:**

- Build a broad, collegiate network of HR professionals.
- Identify options for overcoming career obstacles.
- Learn mentoring and coaching skills.
- Earn credits towards PHR/SPHR/GPHR re-certification.

### **Mentee/Mentor Requirements:**

- Big Bend SHRM current membership status.
- Commitment of parties to meet at least monthly for a six (6) month period.
- Mentor must be a Human Resources practitioner.
- Mentee must have at least one year of employment experience (including volunteer work and internships).
- Mentor and Mentees agree to complete a mentoring survey and/or program evaluation midway through the mentoring period and at the end of the mentoring agreement.
- Parties build a trust relationship and respect the confidential nature of discussions.

**Mentee Responsibilities:**

- Communicate goals; ask questions; address concerns and issues.
- Hold a minimum of one meeting per month (virtual/telephonic/in-person) with mentor.
- Keep a mentor/mentee journal.

**Mentor Responsibilities:**

- Make initial contact with mentee within one week of assignment.
- Help mentee work toward meeting his/her goals and expectations.
- Hold a minimum of one meeting per month (virtual/telephonic/in-person) to discuss mentee's goals, issues, questions, concerns or other needs.
- Provide feedback on mentee progress throughout and at the conclusion of the 6-month period.
- Complete at least two of the suggested activities (*below*).
- Maintain a positive relationship and open line of communication with mentee.

**Suggested Mentor/Mentee Activities:**

- Lunch meeting (may include other professionals to discuss everyday challenges that practitioners encounter in their work).
- Mentee attends a training program, workshop, seminar or other learning opportunity with mentor.
- Mentor and mentee discuss proper business and telephone etiquette and corporate protocol.
- Mentor and mentee attend a professional Big Bend SHRM chapter meeting together.
- Mentor introduces mentee to other HR professionals via networking opportunities.
- Mentee accompanies mentor to other professional meetings.
- Mentor discusses common employee complaints and/or management issues such as attendance, sexual harassment, substance abuse, etc. Explains how issues are addressed.
- Mentee observes the development of a special project such as a wellness program or health fair.
- Mentor review mentee's resume and offers suggestions for improvement.

If you have any questions regarding the Big Bend SHRM Mentoring program, please contact the mentoring chair at [admin@bigbendshrm.org](mailto:admin@bigbendshrm.org).