

FAQ: UCOP Mentorship Program 2018-19

WHAT IS THE UCOP MENTORSHIP PROGRAM?

The mentorship program is a year-long month program designed to help mentees expand their professional networks, enhance their professional development, explore potential career possibilities and interact with an experienced UCOP mentors for coaching and guidance. Additionally, the program offers, on-going mentee cohort brown bag check-ins, mentor learning and support opportunities, and end of year celebration. Each mentee/mentor pair is responsible for creating the goals and the supporting activities to assist the mentee in achieving their program outcomes. The mentorship program is not intended to replacement the employee/supervisor relationship; rather to provide an additional resource for professional or career development.

WHO CAN BE A MENTEE?

The program is open for all Office of the President staff members (career, contract or represented) from all classifications, who have worked at UCOP for at least 6 months. Please note, priority will be given to those who have not previously participated as a mentee.

WHO CAN BE A MENTOR?

A mentor is an experienced UCOP leader or staff with at least six months of UC service and is interested in helping others with professional and career development. Previous mentees are welcome to participate as mentors.

WHAT ARE THE IMPORTANT DATES OF THE PROGRAM?

The program officially begins in January, 2019 and lasts until December, 2019. Key dates for the application process are:

1. Informational brown bag sessions (12-1pm) will be held:
 - a. September 25, 20th Street, Room 411
 - b. September 27 and October 3, Franklin, Room 5320
 - c. October 2nd, Kaiser, Room 512
 - d. Virtual sessions for UC Path and UCDC TBD
2. Mentor notice of interest due October 10 to Anne Prozan via email (anne.prozan@ucop.edu)
3. Mentee applications are due October 16.
4. Program acceptance notices will be sent by October 23
5. The two Mentor/mentee networking matching events will in the beginning of November 90 minutes each. Mentees must attend both sessions. Mentors will only need to attend one session.
6. Please look on the Learning and Development website for the full calendar.

I DON'T KNOW WHAT I WANT TO DO WITH MY CAREER. SHOULD I STILL APPLY?

Yes. Sometimes just talking with someone else is the best way to discover next career steps. A mentor can provide different perspectives and work with the mentee to identify alternatives. The mentor may also introduce the mentee to other people who can assist in defining career goals.

FAQ's: UCOP Mentorship Program

HOW MUCH TIME DOES IT TAKE TO PARTICIPATE IN THE PROGRAM?

Mentorship activities should be arranged around your job requirements and your mentor's availability. Different mentee/mentor pairings have spent different amounts of time on related projects or activities. In order to get the most from the relationship, a least one meeting per month is suggested, however, it is really up to the mentee and the mentor.

WHAT IS THE LEVEL OF SUPERVISOR AND MANAGER SUPPORT FOR THE MENTORSHIP PROGRAM?

Support for the Mentorship Program is very strong at the highest levels of the UCOP administration. We believe we will see a positive effect on the overall work culture at UCOP that will far outweigh any negatives. But program participation may require some sacrifices in terms of people's time, and individual cases may involve some need to negotiate buy-in from supervisors and managers.

CAN MENTORS AND MENTEES ARRANGE THEIR MEETING TIMES DURING WORK HOURS?

UCOP leadership's support of the Mentorship Program assumes that participants will arrange their meetings in a responsible way, either during or after working hours, to nurture the relationship and still meet job requirements. One popular approach is to schedule meetings offsite for morning coffee or lunch.

WILL PARTICIPATION IN THE MENTORSHIP PROGRAM HELP ME BE PROMOTED?

The objective of the program is to provide individuals with additional career development tools. However, there is no guarantee of salary increases or promotions. If an outcome of the program is that you identified new options or enhanced your skills, then new career opportunities may be available to you.

I HAVE NEVER HAD A MENTOR BEFORE? HOW WILL I KNOW WHAT TO DO?

There are guidelines, checklists and other materials to help pairs establish goals for their relationships. There are in person mentor workshops available and The Mentorship Program Coordinator, Anne Prozan, is also "on call" for support at any time. Additionally, peers and "veteran" mentors are a great resource.

WHAT FEEDBACK HAVE YOU RECEIVED FROM PRIOR MENTEES?

One mentee commented: *My mentor gave me lots of helpful, useful advice in specific areas of my job. Her thoughts and comments really helped develop my confidence and gave me a better perspective on other job duties I want to explore in my position here at UC.*

WILL IT COST ME ANYTHING TO PARTICIPATE IN THE PROGRAM?

No, there is no enrollment fee for the program. The only additional cost may be buying your lunch or a cup of coffee when you meet with your mentor, but "brown bagging" it for lunch is ok too!

IF I HAVE QUESTIONS ABOUT THE MENTORSHIP PROGRAM, WHOM SHOULD I CONTACT?

For questions and additional information, check the [UCOP Mentorship Program website](#) or contact Anne Prozan UCOP Learning and Development, at 510-987-0057 or anne.prozan@ucop.edu