



Application for Mentee

Deadline to Apply: _____

Name: _____

Company: _____

Position: _____

Email: _____

Phone: _____

How many years have you worked in the construction industry: _____

What type of mentor/knowledge are you seeking? (Ex: experience with NAWIC, specific work skills, advice with life skills/balance/career, etc.)

Please describe your ideal mentor.

What do you hope to gain from this experience? List three things you would like your mentor to provide.

Is there anything else you would like us to know about you that will help us make a good match?

Are you willing to meet/talk with your mentor at least once a month for the duration of the mentor program? Yes _____ No _____

Signature: _____ Date: _____

Send this application to: lcurran@trisupplyandequipment.com



Mentee Profile

Name: _____

Company: _____

Position: _____

Email: _____

Phone: _____

Best way to reach me is (email, text, phone call): _____

How long have you been a NAWIC member: _____

How many years have you worked in the construction industry: _____

Areas of work experience/expertise/skills:

1. _____

2. _____

3. _____

4. _____

What are you looking for in a mentor? (type of guidance, specific skills or position of mentor, NAWIC information, personal development):

Best time to meet/talk: Day _____ Evening _____

Hobbies: _____

List two strengths you will bring to the mentoring relationship:

1. _____

2. _____

Agreement and Signature: _____

Date: _____

Guidelines/Expectations of a Mentee

Mentee Roles and Responsibilities

- Recognize that the relationship is dependent on your ability to be open-minded to the mentor's input and concerns.
- Appreciate the mentor's insight but understand that you should not feel a sense of inferiority or awkwardness. Remember, you have much to share with your mentor, too.
- Learn and practice self-reflecting and self-empowering behaviors.
- Be willing to discuss goals, failures or concerns.
- Recognize that mutual respect and openness is required.
- Initiate frequent contact with your mentor.
- Be on-time and prepared for the discussions.

Helpful Guidelines to be a Successful Mentee

Initiate: it is your responsibility to make it happen. Be proactive in establishing goals and researching solutions on your own; discuss your findings with your mentor.

Communicate: listen carefully; try not to interrupt and avoid developing your response before all of the information has been provided; ask questions when you don't understand something being said by the mentor.

Process: take notes and review the information; ask yourself how the context applies to you. Avoid being judgmental or dismissive with yourself AND your mentor. Remember, they are there to help you.

Practice: Incorporate new behaviors and approach situations with self confidence.

Review: Look at your actions in an honest manner with your mentor. Be patient with yourself and set realistic expectations.

Resources:

NAWIC website: Toolbox