

QWN Mentee Application



Thank you for your interest in the QWN Mentorship Session. Please read all the information below and return this document to qwn@queensu.ca by January 1st 2025.

Please note that filling out the application does not guarantee you a spot in the QWN Mentorship Program. To ensure that we have enough mentors for applicants we will be informing you of your application status by the end of January.

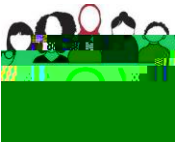
The Mentorship Relationship:

Mentees are responsible for setting up meetings with your Mentor, bringing topics or questions to discuss, and we use the time respectfully to allow them to provide this great resource. Mentees are expected to initiate contact, schedule meetings and run the meetings. Meetings can be held virtually or in-person. Mentees are expected to initiate contact, schedule meetings and run the meetings.

Mentorship Timelines Commitment:

The mentorship program runs for approximately 6 months. During this time, you and your mentor will decide the meeting structure that works best for both of you, meeting regularly within this time frame with a commitment of approximately 1 hour per month. In addition to regular mentor meetings, mentees will have the opportunity to engage in reflection and goal setting activities with the other mentees enrolled in the program through meetings with the organizing committee.

Mandatory Mentorship Meetings happen at the beginning, middle, and end of the Mentorship cycle. They allow the Mentorship Committee to provide additional group support and direction to mentees and allow mentees an opportunity to discuss themes in their mentorship, share experiences, and ask questions. They also allow an opportunity for mentees to take dedicated time out of their busy days to reflect on previous and plan for upcoming mentor meetings in a supported environment and allow the Mentorship Committee to gather feedback.



QWN Mentee Application



Meeting Schedule:

Release Time:

Release time is paid time (during your normal working hours) provided to you by your manager to engage in professional development.

Employee Resource Groups (ERGs)

ERGs are groups of employees who share a common characteristic and are committed to advancing the university's diversity and inclusion goals. ERGs provide a safe space for employees to share their experiences and support each other. ERGs also provide a platform for employees to voice their concerns and suggestions to the university. ERGs are an important part of the university's commitment to diversity and inclusion. ERGs are also a great way to get involved in the university community and to make a difference. ERGs are also a great way to get involved in the university community and to make a difference. ERGs are also a great way to get involved in the university community and to make a difference.

We encourage you to ask your manager for release time to adjust your lunch hour to participate in ERG activities. For more information about Release Time and the role of ERGs on campus, visit <https://www.queensu.ca/vpcei/initiatives/employee-resource-groups>

Confidentiality:

All information provided in your application is confidential and will not be used or shared outside of the purposes of providing you with a mentorship. Matches are not



QWN Mentee Application

Applicant Information:

Name: _____ Email: _____

Department: _____ # of years at Queen's: _____

I would describe my career stage as (please check one) — CE o Q] CE CE XE OE CE CE
 W CE (CE v () CE u š] v P u v š } CE

Z u %o]}}(v š Z K CE P v] í š] } v
 Z • } μ CE v (v } CE u š] } v
 W CE • } v Å o o } %o u v š

Please describe any other support you may wish to receive:

6. Have you completed the DISC assessment before: | N DISC profile: _____

7. Do you have a mentor (must be Queen's employee) in mind that you would like to suggest?

/ CE š] (Ç š Z š š Z] v () CE u š] } v %o CE } Å]] • š CE μ v / μ v CE • š v š Z Y t E D v

Name

Signature

Date