

# Seeking to Grow the Staff Mentoring Circles Program

Do you remember when you were a new employee, (or maybe not so new), and maybe you didn't yet feel quite part of the campus community? Have you had this growing desire to play a larger role to those who are new? Have you desired to share your knowledge and experience with others on campus?

Then the Staff Mentoring Circles program is looking for additional mentors like you. Our mentors help staff employees on various levels feel included and connected. They impart their knowledge on specific areas of expertise and sharing information on that subject matter as well as other open topics during small group mentoring sessions.

The Staff Mentoring Circles program is an excellent opportunity to connect with staff within and outside of the division, learn more about the university, and develop as a professional. Participating in the program help develop a sense of belonging and community here at CWRU as well as develop a better support network on campus. The program provides an opportunity to spend a year reflecting on personal career goals/plans and solicit feedback from leaders here at CWRU.

The 2016-2017 program dates are as follows (all dates are on Thursdays):

*(August 11; September 8; October 6; November 3; December 1; January 12; February 9; March 2; April 6)*

Your level of commitment will directly depend upon the number of mentors that will be assigned to this year's program (the maximum would be five (5) monthly meetings during the September, October, November, January, and February. You would also be expected to attend (at least in part) the August kick-off meeting so that the new cohort participants can meet you.

If you are interested in becoming a mentor, please complete the following short application. Please also include a copy of your resume that highlights the subject matter in which you feel that you have expertise. Please submit this by e-mail to the Staff Mentoring Circles administrator, Lisa Board at: [Lisa.Board@case.edu](mailto:Lisa.Board@case.edu) by no later than **Tuesday, July 5, 2016**.

You must be an active employee who has been employed by Case for at least one year and must be in good standing with the University.

Once your application and resume have been successfully received, you will undergo two separate interviews; the first will be scheduled with the Staff Mentoring Circles committee (usually during the lunch time hours) and the final interview will be conducted by the staff of the Professional Development and Learning Unit. You will be notified of the unit's decision to ask you to join this year's cohort or to consider joining the cohort next year by no later than **Thursday, August 4, 2016**.

## 2016-2017 Staff Mentoring Circles Mentorship Application

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Please review this application carefully and submit your completed application no later than **5:00 p.m. on Tuesday, July 5, 2016.**

Your application materials will be reviewed by the Professional Development and Learning Unit as well as the Staff Mentoring Circles committee. We are looking for applications that are thoughtful, specific to you; show your motivation for being in the program, and your commitment to the university. We want to learn more about you through this application.

**Please note the following dates as you prepare your application:**

- Applications due by **5:00 p.m. on or before Tuesday, July 5, 2016.**
- Interviews conducted throughout the month of **July.**
- Notification of acceptance decision by **Thursday, August 4, 2016.**

**The following information should be included in your application and submitted in an Adobe ("PDF") format to [Lisa.Board@case.edu](mailto:Lisa.Board@case.edu):**

- 1. Written support from your supervisor agreeing that you may take the time off from your regular assignments to lead the required monthly mentoring sessions.**
- 2. An updated copy of your resume is required. This should highlight your subject matter expertise in which you wish to share with the participants of this program.**
- 3. Letter of Intent (1-2 pages )**
  1. Why are you an ideal candidate for the Staff Mentoring Circles Program?
  2. How will the Staff Mentoring Circles Program benefit you?
  3. In what ways will you contribute to the program?
- 4. Mentorship Summary:**
  1. Outline the topic of your subject matter expertise and how you will share that information and reinforce the concepts shared.
  2. Note any concerns or barriers in your development plan (i.e., conflicts with your value system, personal situation, etc.).
- 5. Is there anything else we should know about you that would make you most qualified for the program?**

**NOTE:** Please include your Campus Phone Number and Case E-mail address in your application. Please also include if you have any dietary restrictions.