

The Bureau of Prisons Staff Mentoring Program is designed to match experienced staff (mentors) with employees (mentees) who desire to improve productivity and enhance personal and professional potential. The role and responsibilities of mentors and mentees are as follows:

MENTORS:

Provide counsel and advice regarding work-related or other concerns which mentees perceive as enhancing or impeding their job performance and career development.

Impart knowledge that will assist mentees achieve comprehension of organization structure, culture and values concerning the Bureau of Prisons.

Provide objective and positive suggestions on professional demeanor and ethical standards.

Provide objective and positive suggestions on how mentees may improve their proficiency and productivity on the job.

Evaluate the effectiveness of the mentoring partnership, and recommend appropriate changes.

MENTEES:

Clarify their expectations for mentoring program and mentoring partnership.

Assess career enhancement needs.

Set realistic and challenging personal development and career goals.

Evaluate the effectiveness of the mentoring partnership and recommend appropriate changes.

This agreement, to carry out the respective roles and responsibilities as described above, remains in effect for one year. If either the mentor or mentee terminate the agreement, the mentee and mentor will complete respective electronic Mentoring Program Evaluations.

If either mentor or mentee is absent from the mentoring site for an extended period of time, a decision will be made to continue or discontinue the partnership, to extend the relationship for a period of time of the absence, or to use whatever is deemed appropriate depending on the circumstances. We agree to adhere to all other provisions of this program as outlined in policy.

Agreed by Mentor:

Name/Title:

Signature:

Location:

Date/Phone:

Agreed by Mentee:

Name/Title:

Signature:

Location:

Date/Phone: