



Commission on the Status of Women

ASU CSW Staff Mentoring & Development Program Program Information for Prospective Mentors Summer 2021 Cohort

The ASU Commission on the Status of Women would like to thank you for your interest in the CSW Staff Mentoring and Development Program. The following booklet provides a variety of information regarding the program including, goals, program design, schedule of events, anticipated time commitment, and the application process.

If you have any questions about the program, please contact Karen Engler-Weber, Program Director for the Office of the Provost and the ASU Commission on the Status of Women at Karen.Engler@asu.edu

The design of the CSW Staff Mentoring and Development Program and all materials is the property of Arizona State University.

Mission & Goals of the CSW Staff Mentoring & Development Program

The ASU Commission on the Status of Women Staff Mentoring & Development Program pairs experienced and excelling staff members with staff who are interested in developing their career and leadership skills. The program is structured to provide support, networking opportunities, and professional development training to help staff members develop their careers and to become effective contributors to the New American University. This CSW Staff Mentoring & Development Program is run by the Office for the ASU Commission on the Status of Women.

Goals of CSW Staff Mentoring Program for Mentees:

- Provide an opportunity for mentees to learn from an experienced and excelling staff member at ASU through one-on-one informal mentoring sessions, where a mentor can share information on their own career development.
- Provide an opportunity for a staff member to form new, collegial relationships.
- Provide networking opportunities for mentees to meet other staff members and leaders at the university.
- Provide a structured development program that provides workshops in which a mentee can learn more about the concept of the New American University and the organizational structure of the University.
- Learn how to navigate organizational culture and practices at ASU.
- Provide opportunities to attend a series of career development and leadership development workshops.
- Develop a stronger understanding of University resources and programs available for staff.

Goals of CSW Staff Mentoring Program for Mentors:

- Provides an opportunity for mentors to help identify, support, inspire and develop staff members at the University.
- Assist staff mentees in learning more about professional competencies in higher education, organizational structure at ASU, and resources for career development.
- Provide an opportunity for a mentor to develop new, collegial relationships.
- Provide an opportunity for a mentor to develop mentoring skills

Ideal Candidates for the CSW Staff Mentoring & Development Program

Due to limited space, participation in the CSW Staff Mentoring and Development Program is selective. Interested individuals are required to apply and pending application review, an individual may be accepted into the program. The program is open to all staff members of the university regardless of gender. Ideal candidates for the program display the characteristics noted below:

Qualities sought in Mentors:

- Excellent Performance
- Professionalism
- Positive Attitude
- Willingness to share career experience and skills
- Openness to new ideas and fresh perspectives

Qualities sought in Mentees:

- Excellent Performance
- Professionalism
- Positive Attitude
- Desire to learn more about the University
- Desire to grow professionally
- Openness to new ideas and fresh perspectives
- Note: It is preferred that mentees have at least 2 years of combined professional/work experience at ASU. Mentees with less than two years can still apply for the program and are considered for placement.

There are a couple of important notes about participation in the CSW Staff Mentoring Program. Participation in the CSW program does not in any way guarantee advancement, promotion, or salary increases. The program is meant to inspire and support a rewarding and evolving career at ASU. The program is designed to help provide excellent staff members with support and resources to help grow their career.

Mentor Participation in the Program

Mentors in the program provide an important university service, and are selected based on their outstanding performance, experience, and positive attitude. A majority of mentors in the previous cycle of mentoring program found the experience to be positive and rewarding. For this program, we are looking for mentors who can share their career experience, particularly working at ASU, and provide insight and inspiration to staff members at the University, who are looking to grow their career. The mentoring relationship is meant to be focused on issues of career development and learning more about the University. Mentoring discussions may also delve into areas of work/life balance, particularly as it relates to career development.

No previous mentoring experience is required. Mentors in the program will be provided with a variety of resources and support to facilitate the mentoring process and to develop their mentoring skills.

Mentoring Matching Process

Mentees will be matched with a mentor who is not from the same unit as the mentee and is not in any type of supervisory or evaluative position over the mentee.

All mentors and mentees in the program are asked to provide information on their professional experience, strengths, areas of interest, and program expectations. Based on the information provided, the CSW office will try to match mentees with mentors who have experience in an area that the mentee would like to learn more about.

Mentoring Matching Process continued

The CSW hopes that the mentoring process is a rewarding and enriching experience for both the mentors and the mentees, and that both parties are comfortable with the match that has been provided. Upon completion of the first mentor meeting, in the event that either the mentor or the mentee do not feel comfortable with their mentor/mentee match, we will try to match the mentee with a new mentor. Participants are only allowed one mentor rematch during the program cycle.

Summer 2021 Program Design & Details

The Summer 2021 CSW Staff Mentoring Program will run from June/July 2021 to December 2021/January 2022. The Summer 2021 Cohort will run for six months and in addition to mentoring, the program will include a variety of workshops, resources, and engagement activities. These activities include professional development sessions, leadership workshops, Strengths Finder 2.0 assessment, resource books and peer coaching groups.

Program Design

The CSW Staff Mentoring & Development Program consists of both one-on-one mentoring and development opportunities. Mentors and mentees are expected to meet once a month during the six-month program. Additionally, mentees are expected to attend professional development workshops and events throughout the program, usually one per month. Program evaluations will be distributed throughout the program cycle to gain feedback from mentoring participants on different aspects of the program. Upon completion of all of the program requirements, mentors and mentees are eligible to earn a "Certificate of Completion" (see Certificate section).

Professional Development Workshops & Events

All professional development workshops and events in the program are designed to promote the strengths and career potential of the mentees. During the program, the CSW will provide seven to ten development workshops. The workshops are designed to not only help mentees identify and promote their strengths and skills, but also to develop leadership skills. Workshops in the CSW program are led by University leaders and instructors from ASU's Leadership Workforce and Development Group. All programs will take place via ZOOM. Mentees are expected to attend at least six of the development workshops. In the event that a mentee cannot attend a scheduled program, they can make arrangements with the CSW Office to substitute one workshop with a different professional development opportunity.

In addition to the professional development workshops, the Summer 2021 program will also provide an opportunity for participants to take a skills/strength based-assessment (Strengths Finder 2.0). Each mentoring pair will also be provided with the opportunity to select a leadership resource book to utilize as part of the mentoring program.

Mentors are not required to attend the development programs, but may do so if they wish. Mentors are also invited to take part in the Strengths-Finder 2.0 assessment. Many mentors do attend professional development events and have found them a great refresher for their own careers.

CSW Mentoring Program Summer 2021: Programming (Dates TBA)
Orientation and Training Session for Mentors: June/July 2021
Orientation Session for Mentees: June/July 2021
Mentoring Program Event 1: Managing Your Career: Identifying Skills & Strengths
Mentoring Program Event 2: Promoting Skills & Strengths
Mentoring Program Event 3: Strengths Finder 2.0
Mentoring Program Event 3: Upping Your Career Game: Be Resume Ready!
Mentoring Program Event 4: Email Professionalism: Be a Leader on Outlook
Mentoring Program Event 5: ASU & You: Developing Your ASU Story
Mentoring Program Event 4: Sustaining a Long-Term Leadership Career
Mentoring Program Event 5: Leadership at the New American University
Mentoring Program Event 6: Leadership Presence and Networking
Mentoring Program Event 7: Leadership at All Career Stages
Mentoring Program Event 8: Informational Interviews for Career Growth
Additional Mentoring Workshops TBA
Mentoring Program Concludes: Dec 2021/Jan 2022

Program Orientation & Agreements

Program participants are required to attend a 90-minute orientation session scheduled for June/July 2021. In the event that a participant is unable to attend the training in person, they must coordinate with the CSW Office to go over program guidelines and review materials from the event.

Program Contract:

Upon completion of the program orientation and review of the program booklet, all participants in the program must sign and submit a participation contract which affirms that the participant is aware of the program requirements, responsibilities, and guidelines. The signed contract must be submitted to the CSW Office by the noted due date.

Mentoring Agreement:

In addition to the program contract, all mentor pairs are expected to finalize a mentoring agreement which outlines the expectations for the mentoring relationship. A mentoring agreement template will be provided by the CSW Office, and the mentoring pair can make additions to the agreement as necessary. The agreement should be completed at the first mentoring meeting and a copy of the signed agreement must be submitted to the CSW Office by the noted due date.

Mentoring Meetings

The primary focus of the CSW Staff Mentoring & Development Program is to provide the opportunity for staff mentees to meet and learn more about ASU from experienced and excelling staff mentors. Through one-on-one, face-to-face meetings, mentors and mentees may discuss and explore areas including professional strengths, career development, and ASU organizational culture.

Mentors and mentees are expected to meet once a month for the program duration (June-December), for a total of six meetings. The first meeting should be for an hour in duration, with all subsequent meetings scheduled for at least 30 minutes. For the Summer 2021 program, we anticipate that all mentoring meetings will take place via ZOOM.

Peer Coaching Groups

In addition to gaining a new relationship with one's mentor, mentees in the program will have the opportunity to build strong relationships with other mentees in the program through peer coaching groups. Peer Coaching Groups will be formed based on the interest and goals identified by mentees. The CSW Office will assign people to groups based on those goals/interests. The groups will meet once a month on dates identified by the CSW Office. Through the groups, mentees will learn more about their colleagues and provide support for mentees in reaching the goals they identify for the program.

Mentors will not participate in the peer coaching groups; however, mentors are eligible to participate in a separate peer coaching group program by the CSW Office for past participants of the program (mentors and mentees). Additional information will be provided.

Program Feedback

Throughout the program, participants may be asked to provide feedback about the program, professional development programs, and overall program effectiveness. This will include a complete program evaluation at the conclusion of the program. All feedback provided will be kept private and will be used for informational purposes only.

Certificate of Completion

At the conclusion of the CSW Staff Mentoring & Development Program, mentees and mentors who have completed all of the requirements of the program will receive an official letter of completion which can be added to their personnel files. Additionally, their supervisors will receive a letter indicating completion of the program.

Mentees:

To earn the certificate of completion, mentees must do the following:

- Meet with their mentors at least once a month during the program cycle (June/July through December 2021/January 2022). This requires six meetings in total.
- Attend at least six of the professional development programs provided. In the event that a mentee cannot attend a program, they can also make arrangements with the CSW Office to attend an alternate training opportunity. (Only one substitution allowed)
- Complete all mentoring program feedback/evaluations.

Mentors:

To earn the certificate of completion, mentors must do the following:

- Attempt to meet with their mentees at least once a month during the program cycle (June through December 2021). This requires six meetings in total.
- Complete all mentoring program feedback/evaluations.
- Note: In the event that a mentee does not schedule and complete the mentoring meetings, the mentor will still receive credit for participating and serving in the program.

Time Commitment for the Program

The CSW Staff Mentoring program should inspire career growth and development, while not interfering or imposing upon an employee's responsibility to their position, particularly with regards to release time. In its design, a mentee in the mentoring program can expect to devote approximately three to four hours a month towards the program. Similarly, a mentor in the mentoring program can expect to devote approximately 30 minutes to one hour a month towards the program, for a total of 5-6 hours for the duration of the program. Per SPP 601, employees are provided with release time for professional development opportunities per year. Mentees and mentees will need to discuss and make arrangements with their respective supervisors to see if release time may be used for the program.

CSW Mentoring Program Events for Mentors	Estimated Time Commitment
Program Orientation	1.5 Hours
First Mentoring Session	1.0 Hour
Mentoring Sessions: Months 2-6 at recommended 30 minutes per session	2.5 Hours
Program Evaluation & Feedback (Online)	0.5 Hour
Estimated Time Commitment	5.5 Hours

CSW Mentoring Program Events for Mentees	Estimated Time Commitment
Program Orientation	1.5 Hours
First Mentoring Session	1.0 Hour
Mentoring Sessions: Months 2-6 at recommended 30 minutes per session	2.5 Hours
Professional Development Programming & Events (6 Sessions min)	9.0 Hours
Strengths Finder 2.0 Assessment	1.0 Hour
Peer Coaching Groups	6.0 Hours
Program Evaluation & Feedback (Online)	0.5 Hour
Estimated Time Commitment	21.5 Hours

Feedback from Program Participants

The CSW has coordinated seven complete cycles of the mentoring program from 2013-2020 to groups of participants from colleges and units across the university. Evaluation feedback on the program indicated that a vast majority of participants found the mentoring experience positive, helpful, and inspiring. Here is what some of our past mentoring participants had to say about the program:

Program surveys from mentors from 2020 cohort revealed the following:

- 91.7% of mentors had a positive or very positive experience with their mentee.
- 96.1% of mentors had a positive or very positive experience in the CSW Staff Mentoring Program

Listed below are some of the outcomes for MENTEES from Summer 2020 cohort:

- 100.0% of mentees found the mentoring program helpful to their career goals and development.
- 93.3% of mentees identified the CSW Staff Mentoring Program as a successful experience for them.
- 73.3% of mentees indicated that the CSW Staff Mentoring Program inspired them to consider their long-term career at ASU.
- 90.0% indicated that they plan to stay at ASU for the next five years.

From Program Mentors:

"I have been a member of the CSW Mentoring program for many years and had very positive experiences. I found it especially critical to be a mentor during Fall 2020 semester and the global pandemic we are experiencing. Having connections to others during this time, when we've experienced so much separation, has been very important to me personally. I enjoyed meeting with my mentee and appreciated forming this new relationship during the uncertain time we were in. I looked forward to our meetings because I felt like I was making a positive impact on another person and greatly benefited from my mentee's experiences and knowledge as well. The CSW Mentoring Program is a wonderful opportunity and I encourage everyone at ASU to consider joining our amazing network!"

"The CSW mentoring program is one of the finest, well structured, useful opportunities at ASU. I continue to keep in touch with mentees, some who are now mentors. I take great pride in participating in a program such as this that recognizes the passion and engagement of quality employees."

"I believe there are serious merits to fostering leadership and development opportunities for our staff and this kind of program is ideal for that. In my opinion, it's not intimidating, but welcoming; it's not overwhelming but just right; programming incorporates some very valuable tools and resources that all staff can benefit from knowing about! ASU is a very big place. When we think about how to welcome our students into this mini-city, we go to great lengths to help them acclimate as soon as possible - - but this is not always the case with staff. This kind of program fills a tremendous void and also offers those of us who have been around a while, the chance to see the place from another perspective - that of someone who may be new/newer to the community. Networking in this environment can be pivotal to success - - it's such a big place that often knowing who to call or where to go is half the battle. This program provides additional opportunities to lead toward that success."

"Having had a wonderful mentor myself, I decided it was time for me to give back to the ASU community and become a mentor. The good news is that you don't have to have any experience being a mentor to join the CSW Mentor/Mentee program as a mentor, because the CSW will train you. The experience was invaluable, and I am 100% certain that the wonderful relationship I made with my mentee will continue for many years to come."

"Impressive program! I am so appreciative that ASU invests so heavily in its staff!"

"The best professional development program at ASU to date. A real win-win opportunity for participants and ASU!"

From Program Mentees 2020:

"The CSW Mentoring Program gave me the confidence to pursue different opportunities within the university. I was able to build a professional relationship with my mentor and grow my network of peers."

"Meeting with my mentor was such a joy and I really feel like we developed a great relationship outside of this program! I encourage everyone to sign up for this program in order to create a deeper connection to someone you may never have had the opportunity to meet otherwise."

"I am so happy I participated in the CSW Staff Mentoring program! Before the program, I had been at the University for about a year and had no idea where I wanted to take my career at ASU. This program allowed me to create relationships and discover career options all over ASU and I now I feel confident with my career path. Participating in this program was the best thing I have ever done for my career. I highly recommend this program to anyone considering it!"

Application Process for Mentors

Mentor participation in the CSW Staff Mentoring and Development Program is selective. While some mentors in the program may be nominated to participate, a majority of the mentors in the program will go through an application process. Interested individuals are required to apply and pending application review, an individual may be accepted into the program. The application process is comprised of two parts: an individual application and feedback provided by the individual's supervisor.

To apply for the program:

- **Download and complete the Mentor Application form.** You are encouraged to provide fully developed responses to each of the application questions. Responses for the questions will help the CSW Office in identifying and coordinating mentor matches.
- **Supervisor Feedback:** As part of the application process, the CSW may solicit feedback from your supervisor regarding your potential placement in the CSW program. On your application, you will be asked to provide permission for the CSW Office to contact your supervisor. Once the CSW Office receives your completed application, we will contact your supervisor and ask them to fill out a quick feedback form regarding your potential service as a mentor in the program. Supervisor feedback will be viewed only by the CSW Office. You will not have access to your supervisor's responses or feedback.
- As we will be soliciting feedback from your supervisor, it is important to discuss your application to the program with them in advance.
- **Mentor Applications are due to the CSW Office by Monday, April 5th 5PM.** Applications should be submitted via email to Karen Engler, CSW Program Director at Karen.Engler@asu.edu . Please note "Mentoring Program Application" in the subject line.
- Decisions regarding placement in the CSW Staff Mentoring Program will be made by the end of April and all participants will be notified of their status by May 15th.

If you have any questions or concerns regarding the application process, please contact Karen Engler, Program Director for the Office of the Provost and the ASU Commission on the Status of Women at Karen.Engler@asu.edu

Questions about the Program

Listed below are some commonly asked questions about the program. If you have any additional questions, please contact Karen Engler, CSW Coordinator Sr. at Karen.Engler@asu.edu

Q: I have been nominated by my Dean/supervisor as a potential candidate for the CSW Staff Mentoring Program, am I required to participate?

Participation in the CSW Staff Mentoring Program is completely voluntary. Although you have been nominated to participate in the program, you are under no obligation to participate. You have been nominated to participate in the program because you exhibit many of the qualities and skills that we are looking for in program mentors.

Q: I am interested in applying to be a mentor for the program; however, I don't have any previous mentoring experience? Can I still apply?

The design of the CSW Mentoring Program provides the opportunity for mentors to develop their mentoring skills. No previous mentoring experience is required. Mentors in the program will be provided with a variety of resources and support to facilitate the mentoring process and to develop their mentoring skills.

Q: What happens if my mentee and I don't get along – can I request another mentee?

In the event that either the mentor or the mentee do not feel comfortable with their mentor/mentee match, we will try to match you with a new mentor. Participants are only allowed one mentor rematch during the program cycle. Please note however that due to the limited number of participants in the program, we cannot guarantee that we will be able to provide a new mentor match.

Q: What happens if I decide that I don't want to continue with the program?

Participation in the CSW Staff Mentoring Program is completely voluntary. If you feel that the program is not for you, you can resign from the program.

Q: Will participation in the CSW Staff Mentoring & Development Program help me to advance in my position, get promoted or gain a raise in salary?

One of the main goals of the CSW Staff Mentoring Program is to provide information, resources, and networking opportunities to staff members to help them learn more about the university and to develop their careers at ASU. Participation in the Staff Mentoring Program does not in any way guarantee advancement, promotion, or salary increases.