

Thank you for your interest in the QWN Mentorship Session. Please read all the information below and return this document to Queen's Women's Network at gwn@queensu.ca by **January 17, 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:

The QWN Mentorship Program puts the Mentees in the driver's seat. As a Mentee you are responsible for setting up meetings with your Mentor, bringing topics or questions to discuss, and following up as required. We put our Mentees in the driver's seat because our Mentors are great resources, and we use their time respectfully to allow them to provide this great opportunity to the members of Queen's Women's Network.

Depending on the individuals' work arrangements, meetings with your mentor may take place 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 (starting in February and running until approximately July). During this time, you and your mentor will decide on 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. Mentees do not need to wait until a meeting to touch base with a Committee Member, and are encouraged to connect with at anytime during the cycle.

Meeting Schedule:

Date	Meeting Type	Time	Details
February	In-person	Noon – 1 pm	Mandatory: DiSC
February	In-person	Noon – 1 pm	Mandatory: Orientation
April	In-person	Noon – 1 pm	Mandatory: Mid-year Check-In
July	In-Person	Noon – 1 pm	Mandatory: Year-end Celebration

Release Time:

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

Given the important role that ERGs (Employee Resource Groups) play in advancing the University's commitment to creating an inclusive campus environment, the University encourages managers to support requests for release time related to ERG activities. You can find more information about Release Time and the role of ERGs on campus on this webpage:

<https://www.queensu.ca/vpcei/initiatives/employee-resource-groups>

We encourage you ask your manager for release time to adjust your lunch hour to participate in the Queen's Women's Network Mentorship Program.

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 match. Matches are not publicized, only you and your mentor will be aware of the match. If you have any questions or concerns, please contact anyone on the QWN Mentorship Committee or through the general inbox (gwn@queensu.ca).

Sincerely,
Your QWN Mentorship Committee 2025



QWN Mentee Application



Applicant Information:

Name: _____ Email: _____

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

I would describe my career stage as (please check one)" Early Career Mid Career Late Career

Preference for meeting mentor (please check one) In-person Hybrid Remote

Are you/have you previously been enrolled in a Queen's mentorship program? (eg. Emerging Leaders)

No Yes If YES, please list mentorship program(s) below: (optional)

Mentor-Matching Questions:

1. What are my goals for being a Mentee in the QWN Mentorship program?

2. If I could change 1 thing about my role or department, what would it be?

3. What is important to me in my work?

4. What do my colleagues appreciate about me?

5. What kind of experience are you hoping to gain from a mentorship relationship? (check all that apply)

- Champion of the Organization Skill Development Networking
- Resources and Information Competency Development Manage Life and Work
- Personal Development Goal Setting

Please describe any other support you may wish to receive:

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

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

I certify that the information provided is true and I understand the QWN Mentorship program commitments:

Name

Signature

Date