

Mentoring Program

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Program Administration

It is the policy of the State of North Carolina to offer mentorship programs to all state employees through an agency-governed mentoring program. Each state agency may elect to establish a mentoring program. The mentoring program shall consist of a joint effort of the North Carolina Office of State Human Resources and any branch of state government. Administration of the statewide program shall be based in the Office of State Human Resources, with each agency being responsible for the establishment and management of a mentoring program to meet its organizational needs.

Agencies are encouraged to create mentoring programs by utilizing The Mentoring Program Model, Revised Edition; December 2004, developed by the Office of State Human Resources as a guide to be modified based upon its needs. The Office of State Human Resources will provide consultation and technical assistance to agencies wishing to develop and implement a mentoring program. Agencies will submit a copy of their mentoring program to the Office of State Human Resources and any updates as they occur. The status of an agency's mentoring program will be tracked and reported annually by the Office of State Human Resources.

Purpose

The purpose of this program is to enhance an employee's career development by implementing a mentoring program that will partner the employee with an experienced employee who will coach, teach, and guide the employee's career path. The mentoring program will meet the needs of the agency, which include but are not limited to recruitment, retention, training, and improvement in the work environment.

Mentoring Program (continued)

An employee's participation in the mentoring program does not guarantee promotion nor entitle the employee to preferential treatment in employment issues.

Definitions

Mentoring - A professional relationship in which a person with greater experience, expertise, and knowledge coaches, teaches, guides, and helps another person to develop professionally.

Mentor - A person, who coaches, teaches, guides, and helps in another person's career development.

Protégé - A person, who receives coaching, teaching, and guidance from a mentor in his/her career development.

Program Curriculum

Agencies are encouraged to provide a specific number of hours per year for individual mentoring sessions between the mentor and protégé in accordance with their mentoring program guidelines. In addition to the guidance and assistance the protégé will gain from the mentor, agencies may plan group activities for its participants. These activities can be conducted on a monthly basis such as monthly forums and on an annual basis for agencies with statewide employee population. The activities should be tailored around professional development initiatives. The agencies may consult with the Office of State Human Resources on topics and presenters for the monthly forums.

Participation

The selection process will be developed by the agency utilizing fair, consistent, and equitable criteria. The agency will document its selection criteria and process. Each agency's mentoring program must be open to all of its employees; however, limitations may be instituted based on various criteria such as mentor/protégé ratios, geographical constraints, and other items of concern for the agency's administrative personnel.

Mentoring Program (continued)

Participation in the mentoring program is completely voluntary. The duration of a participant's involvement in the mentoring program is dependent upon the guidelines stipulated by the governing agency; however, at least one year is encouraged.

The Office of State Human Resources does not condone any discrimination in terms of membership or treatment because of race, color, religion, sex, national origin, age, and disability.

Completion of Program

Each agency is encouraged to recognize in some form the mentors and protégés participating upon completion of the program. Additionally, the agency shall inform the Office of State Human Resources of its participants so that the Office of State Human Resources may recognize the employees and the agency in its recognition program.

Funding for the Program

Each agency is to ensure that sufficient resources are utilized to allow the program to succeed.

Based upon availability of funds, agencies may consider an In-Range Adjustment due to job changes for employees serving as mentors in accordance with the agency's mentoring program guidelines.

Advisory Note: The Mentoring Program Model, Revised Edition, December 2004 produced by the Office of State Human Resources is included in the EEO **Planning** and Resources Guide and provides details on how to design a mentoring program.
