



Support Staff Mentorship Stipend Guidelines

- The applicant fills out the application online. In the section that asks how the applicant learned of the job, there is an option to select “Current District Employee”. The applicant should indicate this **and** list the employee as a reference.
- The current employee who is referring the applicant should notify their supervisor that a person has applied and that they are a reference and willing to mentor the applicant.
- If the applicant (new hire) is hired through the typical hiring process, the referring employee would serve as a mentor to the new hire.
- If the new employee remains with the district for three (3) months and the referring employee demonstrates mentorship (document a minimum of three mentorship sessions during the first three months), then the referring employee will receive a \$250.00 stipend.
- The referring employee must complete all sections of the mentorship stipend log form. Indicate the date, times, description of activities and total time on the mentor log.
- Signatures of the mentee, mentor and supervisor must be included on the log form in order for it to be processed by the HR department. Supervisor must not submit form until after new employee has been employed at least 30 days.

Mentoring is a partnership between two people which supports a personal and professional development strategy. Mentoring is a term generally used to describe a relationship between a less experienced individual, called a mentee, and a more experienced individual known as a mentor.

WHAT IS A MENTOR? A mentor is an experienced person who provides information, advice, support, and encouragement to another person, often leading and guiding by example through his/her expertise or success. In a more general sense, a good mentor is anyone you can learn something from. Mentors serve as trusted and significant advisors, providing a sounding board for day-to-day issues encountered on the job and alternative perspectives on issues in terms of both problem identification and problem solving.

The table below offers attributes of effective mentors and effective mentees.

Effective Mentors	Effective Mentees
<ul style="list-style-type: none"> • Encourage the exploration of ideas and risk taking in learning • Provide appropriate and timely advice • Serve as a confidant for work-related issues • Help mentee to shift his/her mental context • Suggest appropriate skills training • Serve as a source of information and resources 	<ul style="list-style-type: none"> • Be open to receiving feedback and coaching • Take responsibility for your own professional growth and development • Seek challenging assignments and new responsibilities • Keep commitments agreed to with your mentor • Renegotiate the mentoring relationship when your personal or professional needs change

SHRM Mentoring Toolkit 2012

Hazelwood School District Support Staff Mentorship Stipend Log Form

Instructions

Please log each session with your mentee in the section below. Submit this log form to the human resource office (Brenda Henson, HR specialist) at the end of the 3 month mentor session. Both the mentee and mentor should keep a copy of the log form.

Date: _____

School/Department: _____

Mentor Name (please print): _____

Mentor Signature: _____

Mentee Name (please print): _____

Mentee Signature: _____

Supervisor Name (please print): _____

Supervisor Signature: _____

Total Number of Mentoring Hours: _____

Table 1: Mentoring Log of Sessions (add rows as needed)

Date	Start Time	End Time	Description of Activities	Total Time