**United States Public Health Service**

**Engineer Professional Advisory Committee (EPAC)**



**Career Development Subcommittee**

**Standard Operating Procedures (SOP)**

*Revision 00, December 2019*

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**Career Development Subcommittee**

**Standard Operating Procedures**

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**References**

[EPAC](https://dcp.psc.gov/osg/joag/) [Home](https://dcp.psc.gov/OSG/engineer/) Page

[EPAC Governing Documents](https://dcp.psc.gov/OSG/engineer/charter-by-laws.aspx)

* Charter (2013)
* Bylaws (2019)

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Abbreviations:

CC Commissioned Corps

CDS Career Development Subcommittee

COB Close of Business

CPO Chief Professional Officer

CS Civil Service

EPAC Engineering Professional Advisory Committee

LOA Letter of Appreciation

PHS United States Public Health Service

SOP Standard Operating Procedure

WG Workgroup

# ARTICLE I - ****PURPOSE****

The Engineer Professional Advisory Committee (EPAC) Career Development Subcommittee (CDS) Standard Operating Procedure (SOP) provides operational and procedural guidance for the EPAC Career Development Subcommittee. This SOP provides guidance on matters not addressed by the EPAC Charter or Bylaws; for the CDS mission and general responsibilities, refer to the [EPAC Charter](https://dcp.psc.gov/OSG/engineer/documents/EPAC_Charter_signed_2013.pdf), Part IV, Functions, and the [EPAC Bylaws](https://dcp.psc.gov/OSG/engineer/documents/Bylaws_Approved_16_Dec_2015_Final.pdf), Article III, Subcommittees, respectively.

This SOP applies to all documents created that are related to all functions within the EPAC CDS to establish policies, processes, records, and acceptance criteria under the auspices of EPAC.

# ARTICLE II - SUBCOMMITTEE RESPONSIBILITIES & ORGANIZATION

## ***Section 1.*** Subcommittee Responsibility

The subcommittee communicates and encourages participation through the following actions:

1. Identifying, establishing and helping administer career development for engineer category specific documents, or aids (i.e. new employee guide, online degree program list, licensure fact sheet, directives set by EPAC Chair).
2. Maintaining cognizance of existing CS and CC career development programs and opportunities.

Refer to EPAC Charter, Part IV Functions.

## ***Section 2.*** Workgroup Responsibility

A Workgroup is an established and recurring program within the Subcommittee. Projects are often developed within the Workgroups. A project is defined as a short-term tasking or assignment that may or may not have a definitive termination date, depending upon the tasking and any applicable deadlines.

The CDS consists of the following Workgroups:

1. Mentoring Workgroup: The mentoring workgroup is responsible for overseeing the EPAC Mentoring Program. This includes pairing mentor/mentee requests, updating the mentoring SOP as needed, tracking metrics, and providing support for CV template updates.
2. Information Workgroup: The Information Workgroup is responsible for managing/implementing resources necessary to convey detailed information to EPAC members. This includes updating a database of online engineering masters programs, licensure fact sheets, updating the CDS’s SOP, and maintaining the information posted on the Subcommittee website.

## ***Section 3.*** Leadership Roles

1. Chair
	1. Responsibilities
		1. Organizes and approves meeting agendas in advance for all meetings.
		2. Develops action plans for projects for the year and submits to EPAC chair for review at the beginning of each operational year.
		3. Ensures Subcommittee participants understand expectations in order to qualify for a letter of appreciation (LOA) at the end of the operation year.
		4. Assigns action items to subcommittee team leads and other leadership positions and ensures milestones are met.
		5. Sends email soliciting volunteers for the Subcommittee.
		6. Coordinates and communicates to EPAC Chair regarding progress, goals, reviews and initiatives of the subcommittee in which CPO involvement is required.
		7. Reports Subcommittee accomplishments and other noteworthy news to EPAC.
		8. Leads Information Workgroup and selects members for Team Lead roles.
		9. Summarizes accomplishments for the operational year to submit to EPAC Chair.
2. Vice Chair
	1. Responsibilities - General
		1. Assigns action items to Subcommittee team leads and other leadership positions and ensures milestones are met.
		2. Provides orientation to new Subcommittee participants.
		3. Works with career development chair on finalization of subcommittee deliverables.
		4. Reports progress of workgroups to Subcommittee and posting to the EPAC website.
		5. Drafts LOAs for CDS participation and submits to subcommittee chair for distribution.
		6. Leads Mentoring Workgroup
			1. Selects members for Mentoring Team Lead and Mentor/Mentee Assignments Team Lead roles.
			2. Coordinates, manages, and reviews mentor/mentee assignments, SOP, mentoring events, new employee information, and recruitment & retention subcommittee liaison Team deliverables.
			3. Communicates vision for the program and keeps CDS Chair informed about progress.
			4. Reviews and signs Certificates of Participation for mentoring program participation and distributes to participants no later than the first week of December.
			5. Hosts an all hand teleconference with the Mentors and Mentees at the end of the year’s program to provide an opportunity to discuss challenges, share best practices and make suggestions to improve the EPAC Mentoring Program.
3. Mentoring Workgroup
	1. Mentor/Mentee Assignments Team Lead
		1. Solicits and identifies mentors and mentees to participate in the program - this includes reaching out through the EPAC list serve (COMM-CORPS-ENGINEERS@LIST.NIH.GOV ) with email solicitation for volunteers – example found in Article IV.
		2. Receives and reviews submitted EPAC Mentor/Mentee Pairing Questionnaires and matches Mentors with Mentees.
		3. Maintains a tracking spreadsheet of EPAC Mentors and Mentees, Mentor/Mentee Agreements and mid-year and completion reports.
		4. Gathers Mentor/Mentee Agreements and follows up to ensure the match is beneficial to both parties.
		5. Reports mentoring matching statistics to workgroup lead.
		6. Prepares Certificates of Participation for mentoring program participation and submits to Vice Chair for distribution. Distributes completed certificates to Mentors and Mentees by mid-December.
		7. Posts notice of any directives or available training resources that emerge during the annual program to the EPAC Mentoring website.
	2. Mentoring Coordinator
		1. Coordinates with the EPAC Events subcommittee to schedule mentoring events, solicit participants, and serve as moderator for the event.
		2. Prepares Certificates of Participation for signature by CDS Vice Chair and distributing completed certificates to participants.
		3. Maintains Mentoring portion of this SOP, including incorporating any changes to procedures based on feedback from participants, into this SOP and routing revisions through the approval process.
	3. New Employee Team Lead
		1. Develops documents to help new engineers assimilate into the CC. Submits documents to workgroup lead for input.
		2. Contacts new OBC officers to welcome them to the EPAC.
	4. “At Large” Team Lead(s)
		1. Certain efforts (mentoring events, other subcommittee liaisons, etc.) while not reoccurring positions may be required on a periodic basis. These leads will be appointed as necessary to accomplish the tasks laid out in the CDS’s annual work plan.
4. Information and Media Workgroup
	1. Workgroup Lead – Chair
		1. Provides information to the EPAC website manager (EPAC Information Subcommittee) on CDS activities with relevant information for posting such as meeting times, POC information, and SOP.
		2. Oversees all prior and current information projects as related to the annual work plan submitted to the EPAC Chair.
	2. Website Team Lead
		1. Responsible for updating the Career Development Website. Works closely with the EPAC Information Chair to ensure the website is current and aesthetically presented.

## ***Section 4.*** Subcommittee Involvement

Subcommittee members who wish to be involved shall fulfill the following expected roles and responsibilities:

1. Attend the majority (>50%) of Subcommittee meetings via conference calls.
2. Actively participate in at least one project annually.
3. Actively participate in meeting discussions and provide input to Subcommittee Chair solicitations.
4. Accept and follow through completion of Subcommittee deliverables/duties.
5. Think in terms of the welfare of the group rather than personal interests.
6. Be willing to listen to and respect others’ viewpoints.

## ***Section 5.*** Letters of Appreciation (LOA)

The Subcommittee Chair/Vice Chair shall disseminate Letters of Appreciation to Subcommittee members who meet the minimum standards for participation as described in Section 4. The LOA shall be issued on an annual basis using the template provided by the Rules Subcommittee. Only one LOA per officer per subcommittee will be awarded. Other types of recognition may be warranted in addition or instead of a LOA as deemed appropriate.

# ARTICLE III - SUBCOMMITTEE PROCEDURES

## ***Section 1.*** Meetings

The CDS shall hold monthly meetings. The meetings are scheduled at the discretion of the Subcommittee Chair (or Vice-Chair). It is anticipated that meetings will occur monthly, on the 3nd Monday at 3:00pm EST, subject to change based on the Chair’s direction and subcommittee voting. All workgroups, and initiative leads, shall send status updates to the Chair three business days prior to the CDS meetings (COB Wednesday before the Monday meeting).

## ***Section 2.*** Administrative Tasks

The CDS shall conduct administrative tasks on an annual basis including but not limited to the following tasks:

1. Review Subcommittee SOPs to determine if reviews are required
2. Maintain Website
3. Update Informational Databases/Forms (Colleges with online degrees, CV, new engineer packet)
4. Distribute LOA Letters to Subcommittee members who fulfilled participation requirements.

Mentoring Workgroup Procedures

1. Draft call for Mentors/Mentees and submit for approval to go out on EPAC Listserv by end of summer (see **Attachment 1**).
2. Ensure updated Mentor/Mentee Pairing Questionnaire (see **Attachment 2**) is available on EPAC website.
3. Pair Mentees with Mentors within 30 days of receiving a completed questionnaire. Please see Appendix A Subtitle Enrollment for further details.
4. Maintain tracking spreadsheet (see **Attachment 3**) and completed Mentor/Mentee Agreements (see **Attachment 4**) to track Mentor/Mentee assignments.
5. Request Mid-Year (see **Attachment 5**) and Year-End (see **Attachment 6**) progress reports from mentees by April 30 and October 31, respectively. All reports should be sent to the Matching Lead at epac.mentoring@gmail.com.
6. Schedule transition meeting for outgoing and incoming Workgroup leadership and share data files and access to mentoring email address.
7. Request notification (see **Attachment 7**) from Mentors/Mentees who decide to end the mentoring relationship before the end of the one-year mentoring period.
8. Host teleconference for all participants in that year’s program to gain feedback and ideas for improvement of the Mentoring program and incorporate any revisions into SOP.

# ARTICLE IV - APPENDICES

Appendix A - EPAC CDS MENTORING PROGRAM

**BACKGROUND**

It is essential to the success of the U.S. Public Health Service Commissioned Corps (Corps) to have trained, competent engineer officers capable of transitioning into leadership positions and carrying out the mission of the U.S. Public Health Service (PHS). The Engineer Professional Advisory Committee (EPAC) Mentoring Program is a mechanism by which Engineer officers can develop such leadership. The EPAC Mentoring program is a minimum of one-year formal, voluntary, one-on-one mentoring program. The goal of the program is to support development of skills and knowledge that will enhance participants’ professional growth. The mentor (an experienced officer, O-4 and above) provides guidance to the mentee (a less-experienced officer) to achieve career goals and professional development. The program is open to all CS engineers and CC officers appointed into the Engineer Category. Participants will receive a Certificate of Participation at the end of the program.

**ROLES AND RESPONSIBILITIES**

The Vice Chair of the EPAC Career Development Subcommittee (CDS) shall provide oversight to the Mentoring Program and report out progress and milestones to inform the CDS on the status of the EPAC Mentoring Program. At a minimum, the report should summarize the number of candidates participating, the feedback received at the completion of each annual program and provide observations and recommendations to improve the process when possible.

Metrics to be reported out to the CDS include:

* Percentage of participation within the category (e.g., mentee-mentor confirmed matches, enrollees not yet matched due to uneven numbers of mentors and mentees)
* Current match rate: (number of requests linked to mentors out of total requests received)

These metrics are to be reported by the CDS Chair during the planned EPAC CDS report out. The CDS Chair can report on CS separately.

The CDS Vice Chair is responsible for:

* Communication and vision for the program and for keeping CDS Chair informed about progress.
* Summarizing the information provided by the Mentor/Mentee Matching Lead to develop reports for the CDS Chair.
* Signing Certificates of Participation annually no later than the first week of December.
* Hosting an all hand teleconference with the Mentors and Mentees at the end of the year’s program to provide an opportunity to discuss challenges, share best practices and make suggestions to improve the EPAC Mentoring Program to aid future Mentors and Mentees.

The CDS Vice Chair or the Mentor/Mentee Matching Lead may work with other EPAC subcommittee groups to support the EPAC Mentoring Program.

The Mentor/Mentee Matching Lead (“Matching Lead”) will be selected by the CDS Vice Chair. The Matching Lead shall be responsible for:

* Soliciting and identifying mentors and mentees to participate in the program - this includes reaching out through the EPAC list serve (COMM-CORPS-ENGINEERS@LIST.NIH.GOV ) with email solicitation for volunteers – example found in **Attachment 1**.
* Receiving completed EPAC Mentor/Mentee Pairing Questionnaires and matching Mentees with Mentors.
* Maintaining a master tracking list of EPAC mentors and mentees and Mentor/Mentee Agreements and mid-year and completion reports. Presenting metrics to the CDS Vice Chair.
* Preparing Certificates of Participation for mentors/mentees meeting the program requirements and submitting them to the Vice Chair for signature. Distributing completed certificates to mentors/mentees by mid-December.
* Posting notice of any directives or available training resources that emerge during the annual program to the EPAC Mentoring website.

The Mentoring Coordinator shall be responsible for:

* Coordinating with the EPAC Events subcommittee to schedule mentoring events, solicit participants, and serve as moderator for the event.
* Preparing Certificates of Participation for signature by CDS Vice Chair and distributing completed certificates to participants.
* Maintain this Appendix, including incorporating any changes to procedures based on feedback from participants, into this Appendix and routing revisions through the approval process.

**PROCEDURE OVERVIEW**

This procedure outlines actions to be taken to implement the EPAC Mentoring Program during a one-year program cycle, which will align with the promotion cycle. The initial call for mentors and mentees will go out at the end of summer (September 1st ), after officers have had the opportunity to review and consider promotion results and promotion board feedback. While the one-year cycle of the CDS assignments does not align with this approach, it will allow for any necessary transition due to changes in CDS membership to occur during a stable period in the mentoring program, after initial mentoring relationships are established.

ENROLLMENT

The enrollment period for engineers to express interest in serving as a mentor or a mentee will be rolling throughout the year. The Matching Lead will conduct initial outreach to solicit interest in late summer/early fall. An example of a flyer or email to reach out through the EPAC for engineer officers to enroll is located in **Attachment 1**.

The Matching Lead should make available on the EPAC website a Mentor/Mentee Pairing Questionnaire (**Attachment 2**) to gather information about mentor and mentee applicants to ensure optimal pairing. The Matching Lead will assist each mentee with finding a mentor within 30 days of receiving a completed questionnaire. The Matching Lead will utilize the questionnaire information, including date of last promotion, to ensure matches are made with sufficient seniority gap (i.e. O-2 would typically be matched with junior O-4, while O-3 would be paired with senior O-4 or junior O-5. Pairing may vary based upon the specific requests of mentees regarding advanced degrees, agency, etc. and in rare cases an O-3 might be paired with an O-6.) Ideally, one mentor would be assigned one mentee.

The Matching Lead will maintain a spreadsheet to track mentor/mentee assignments (**Attachment 3**). The spreadsheet tracking mentoring relationships will be posted on the EPAC mentoring gmail account to ensure the CDS Chair and Vice Chair have access to it.

ONGOING MENTEE/MENTOR CONTACT

The responsibility to initiate the mentoring relationship rests with the mentee. Mentees should promptly reach out and establish communication with their assigned mentors. A Mentoring Agreement should be signed, outlining goals for the relationship, the planned duration, preferred communication frequency and other agreements and expectations. A sample Mentor/Mentee Agreement is provided in **Attachment 4.**

Mentees and mentors should schedule regular communication to ensure that they are staying engaged in the process and are on track to achieve the goals of the relationship. A minimum of monthly communication is recommended. This communication may be verbal or written, in-person or virtual.

Mentees should complete reports about the progress of the mentoring process twice during the one-year program, by April 30 and October 31. An example Mid-Year Progress Report is provided in **Attachment 5** and a sample Year-End Progress Report is provided in **Attachment 6**. All reports will be sent via email to the Matching Lead at epac.mentoring@gmail.com.

If, for any reason, both parties decide to end the mentoring relationship before the end of the one-year mentoring period, a notification should be submitted to the Matching Lead. An example notification is provided in **Attachment 7**. If either the Mentee or the Mentor wishes to continue the relationship and the other party does not agree, the Matching Lead should be contacted to resolve the issue.

 REPORTS / FEEDBACK

It is recommended that the Matching Lead keep tracking data in MS Excel, in a sortable format for quickly generating reports for the CDS. The Matching Lead should always feel free to make incremental changes to the past tracking sheets or to create his or her own method.

At the end of the one-year program, in late fall, the EPAC CDS Vice Chair should host a teleconference for all participants in that year’s program, to gain feedback and ideas for improving the Mentoring Program in future years. The Vice Chair should communicate any desired changes to this Appendix to the In-Person Mentoring Session Lead, so that they may be incorporated.

CONFIDENTIALITY

Honest and open communication requires strict confidentiality. Documents shared between mentors and mentees are for use in the mentoring process only and are not to be shared with others. Information or impressions of performance, qualifications, or competencies gained solely due to participation in the mentoring process shall not be shared or used for other purposes, such as future hiring decisions, board reviews, or other personnel decisions.

TRANSITION OF SUBCOMMITTEE MEMBERSHIP

Report out/Incumbent – Upon turnover of CDS leadership, a formal meeting shall be scheduled by the CDS Vice Chair to transition the incumbent CDS leadership. Data files and access to the EPAC mentoring email address shall be shared.

**Attachment 2:**

**EPAC MENTOR/MENTEE PAIRING QUESTIONNAIRE**

# SAMPLE EMAIL CALLING FOR ENROLLMENT IN THE

# Career Development Subcommittee EPAC Mentoring Program

The EPAC Mentoring Program is seeking engineers interested in being mentees and/or mentors. The primary goal of the EPAC Mentoring Program is to offer career development opportunities to mentors and mentees. Mentoring embodies the Corps values of leadership and excellence and promotes esprit de corps. The mentoring program can provide several benefits for a mentee such as learning about potential next steps to take for a successful career, learning about different opportunities in different agencies and having someone to turn to with questions. For mentors, the program provides a leadership opportunity to help a fellow engineer grow by sharing your experience and giving back to the organization that has provided you with a meaningful career. If you are interested in being matched with a mentor or in serving as a mentor, please complete the EPAC Mentor/Mentee Pairing Questionnaire found on the EPAC mentoring webpage at <https://dcp.psc.gov/OSG/engineer/mentoring1.aspx> and submit to epac.mentoring@gmail.com. Experience, training, organizational knowledge, and policy can be shared in a one-on-one professional relationship between mentor and mentee. Complete the Mentoring Questionnaire at the following link to sign up for the program: <https://dcp.psc.gov/OSG/engineer/documents/2019.12.02_EPAC_Mentor_Mentee_Pairing_Questionnaire.pdf>

Mentee responsibilities include:

1. Initiating an initial meeting with the paired mentor
2. Establishing development goals for the one-year mentoring period, in consultation with the mentor
3. Scheduling periodic communication during the one-year mentoring period
4. Accepting feedback and guidance from the mentor with an open mind, and with an attitude of appreciation for the time and experiences the mentor is providing to support the mentee’s career

Mentor responsibilities include:

1. Providing timely responses to invitations (accepting or proposing an alternative time) and requests from the mentee for meetings or other communication
2. Providing insights based on professional experience and knowledge to aid the mentee in accomplishing development goals
3. Providing honest feedback and advice to mentee, as requested

The benefits of participation in the program to mentors include: opportunity for leadership, experiencing the professional development process from a different point of view, and expanded professional network. The benefits of participation in the program to mentees include: gaining technical or specialized knowledge for career advancement, getting insights learned “the hard way” by a senior officer, and an expanded professional network.

The EPAC Mentoring Program tracks mentoring relationships and reports out statistics about participation to the EPAC and CPO. All Mentors and Mentees who complete the year-long program, including submittal of brief, mid-year and end of year progress reports, will receive a Certificate of Participation.

For more information or to sign up, contact the EPAC Mentoring Team, at epac.mentoring@gmail.com

**Attachment 2:**

**EPAC MENTOR/MENTEE PAIRING QUESTIONNAIRE**

**SAMPLE MENTORING SURVEY QUESTIONS**

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**Attachment 3:**

**SAMPLE SPREADSHEET TO TRACK MENTORING ASSIGNMENTS**

**SAMPLE TRACKING COLUMNS 1-8**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First Name | Last Name | Mentor/Mentee | Work Email | Work Phone Number | Assigned to (name of mentor/mentee) | Areas of Interest / Experience and skills |
| 1 | 2 | 3 |
|   |  |   |   |   |   |   |   |   |
|   |  |   |   |   |   |   |   |   |
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**SAMPLE TRACKING COLUMNS 9-12**

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| --- | --- | --- |
| Mentoring Agreement Submitted? | Semi-annual Reports Submitted | Certificate Issued (date) |
| 1 | 2 |
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**Attachment 4:**

**MENTOR/MENTEEAGREEMENT**

**EPAC MENTORING PROGRAM**

**Mentor/Mentee Agreement**

# We understand that each of us is responsible to:

* Maintain the confidentiality of what we say to each other, as appropriate
* Set realistic and challenging goals for this relationship
* Meet regularly at the times we agree on
* Give each other honest feedback
* Submit an email to epac.mentoring@gmail.com at the end of the year indicating our preference to: continue for another year, request a new mentor for the upcoming year, or cycle out of the program for the upcoming year
* Notify the Matching Lead if one of us wishes to dissolve the mentoring relationship prior to the end of the year

# The mentee is responsible for:

* Contacting the mentor and proposing the meeting schedule
* Submitting this form to the EPAC Mentoring Program at epac.mentoring@gmail.com once completed, but no later than three months after being matched.
* Following up on the tasks agreed on

# The mentor is responsible for:

* Providing coaching and counseling, but not advocacy
* Being unbiased about the mentee’s situation
* Providing constructive suggestions for the mentee’s career development
* Helping the mentee set goals and strategies to achieve them

# Goals for the current year:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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# Our goal for frequency (weekly, monthly, etc.) of communication is:

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Mentee’s signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

 Mentor’s signature Date

**Attachment 5:**

**SAMPLE MID-YEAR PROGRESS REPORT**

**EPAC MENTORING PROGRAM**

**SAMPLE MID-YEAR PROGRESS REPORT**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of times I have met (virtually or in person) with my Mentor during this reporting period:

⬜ None

⬜ 1-2

⬜ 3 or more

During this reporting period, my experience with the EPAC Mentoring Program was:

⬜ Very Positive and I would recommend this program to other officers

⬜ Positive

⬜ Neutral

⬜ Negative

The goals I achieved and most impactful thing I learned in the Mentoring Program during this reporting period are:

**Attachment 6:**

**SAMPLE YEAR-END PROGRESS REPORT**

**EPAC MENTORING PROGRAM**

**SAMPLE YEAR-END PROGRESS REPORT**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of times I have met (virtually or in person) with my mentoring partner since the mid-year report:

⬜ None

⬜ 1-2

⬜ 3 or more

Since the mid-year report, my experience with the EPAC Mentoring Program was:

⬜ Very Positive and I would recommend this program to other officers

⬜ Positive

⬜ Neutral

⬜ Negative

During the next mentoring session, I would like to:

⬜ Extend this mentoring relationship

⬜ Be paired with a different Mentee/Mentor

⬜ Take a break from the EPAC mentoring program

The goals I achieved and most impactful thing I learned in the Mentoring Program are:

**Attachment 7:**

**SAMPLE NOTIFICATION MENTORING RELATIONSHIP EARLY DISSOLUTION**

**EPAC MENTORING PROGRAM**

**SAMPLE EMAIL TO NOTIFY MATCHING LEAD THAT**

**THE MENTORING RELATIONSHIP HAS COMPLETED**

BOTH the Mentor and Mentee should submit an email to epac.mentoring@gmail.com containing the following information:

CDS Matching Lead,

The purpose of this email is to notify you that my assigned (Mentor/Mentee) and I have decided to complete our mentoring relationship prior to the one-year period required to receive a Certificate of Participation.

Please remove us from the tracking spreadsheet

I (am / am not) requesting reassignment to another (Mentor / Mentee).

I (wish / do not wish) to be contacted for further information.

Sincerely,

[*Signature of Mentor / Mentee*]