

MENTEES

This is part of each new employee's onboarding package.

Mentees may also be employees that have been at DEQ less than 5 years and would like to participate in the program.

MATCHING PROCESS

The mentor/mentee will be matched from different divisions or, at minimum, different bureaus.

Each mentor/mentee will fill out a questionnaire designed to connect employees based on similar goals and working preferences.

Once a match has been made the mentor/mentee will meet with a Mentorship Committee Member to facilitate the match.

TIME

Mentors/Mentees will commit to a one-year partnership, with a maximum of two hours per month (1 hour every other week) devoted to mentoring meetings and activities.

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DEQ's Wellness Committee
welcomes you to join the

MENTORSHIP PROGRAM

"Empower and Engage"



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PROGRAM OBJECTIVE

Encourage employee growth and productivity within a positive and connected work environment.

Organizational Goals

Connect employees to DEQ's mission and programs beyond their own work unit.

Strengthen communication and collaboration across bureaus and divisions.

Help employees better understand the different facets of DEQ's work and the complexities of environmental regulation.

Perpetual cycle of knowledge transfer as mentees become mentors.

Individual Goals

Help employees reach their potential and grow in their professional career.

Recognize skills needed for success and find the opportunities to develop those skills.

Gain an understanding of organizational values, relationships, and processes.

Increase exposure and access to employees throughout DEQ.

GUIDEBOOK

A mentor/mentee guidebook is available to use as a resource and template for a successful and productive mentoring partnership.

The guidebook includes Employee Expectations, Ground Rules, Confidentiality Agreement, Partnership Agreement, Meeting Schedule, Mentee Development Plan, Onboarding Resources, and Partnership Guidance.

The guidebook can be found on the TEAMS channel.

Resources

Visit the DEQ Mentorship TEAMS channel for more resources, including:

Submission Questionnaire

Matching Process Overview

Frequently Asked Questions

Mentorship Forms

Feedback Surveys

MENTEE DEVELOPMENT PLAN

Mentees will fill out a Mentee Development Plan in the beginning of the mentorship. This plan will help guide mentees toward working on their individual career goals.

Since this program matches across divisions and is intertwined with the objective of DEQ connection, the mentee's goals will be focused on soft-skill improvement, DEQ engagement, and career goals beyond their specific job description.

Career goals can be tailored to meet a variety of objectives. Example goals include gaining knowledge in a specific field, growing your skills in presentations, or networking within DEQ.

The Mentee Development Plan will help shape the mentorship meetings.

