# **UW HR CoP Mentorship Program**

The HR CoP Mentorship Program provides a structure for HR leaders to foster growth of junior HR practitioners throughout the UW’s HR community.

**Program Goals:**

* Promote learning and leadership experiences for junior HR practitioners
* Foster interest in HR career growth and development
* Broaden the use of best practices as mentors and mentees share their successes and…
* Develop and maintain strong relationships across the UW HR Community
* Provide informal opportunities for mentee questions and conversations

## **Program Details:**

The HR CoP Mentorship Program is a 9-month program in which mentors and mentees are recruited from interested participants. Each mentor and mentee commit to meeting for a minimum of 30-minutes per month to develop a strong mentor-mentee relationship and foster professional growth.

Additionally, participants will be invited to attend voluntary monthly meetings hosted by the CoP mentoring committee to discuss contemporary HR topics and their impacts on mentors, mentees, individual units, and UW as an institution. These meetings will also serve to strengthen community across the Mentorship Program participants. While optional, it is recommended that mentors and mentees attend at least two of the monthly meetings to connect with their program peers.

## **Sign-Up Process\*:**

The sign-up process for the HR CoP Mentorship program will open in early September and program participants will be notified about pairings in early October. To sign-up mentors and mentees need to provide the following the following materials

## **Application Materials:**

* Short statement on why you want to join the mentorship program
* A current resume or a description of your HR career path (mentors) / desired career path (mentees)
* A signed commitment to the 9-month program

## **Mentor Benefits:**

* Contribute to HR leadership excellence at UW
* Gain a better understanding of the needs and concerns of new HR professionals
* Earn HRCI/SHRM recertification credits
* Give back!

## **Mentee Benefits:**

* Learn current and historical contexts for UW HR policies and practices
* Build an HR network across the institution
* Develop leadership skills from UW HR leaders
* Enjoy a trusted sounding board for testing new ideas or discussing challenges

***\*The first run of the program will be launched as a shortened pilot and will run from February 2021 – July 2021.***

## **Mentor Eligibility:**

To be eligible to be a mentor you must meet the following qualifications:

* At least five years of professional experience as an HR professional or Administrator
* At least one year of employment at UW

## **Mentee Eligibility:**

To be eligible to be a mentee you must have meet at least one of the following qualifications:

* Less than 2 years of professional HR experience
* Seeking a career change to HR
* Seeking career growth into a higher-level professional HR role

## **The Mentorship Program Committee:**

The Mentorship Program Committee is composed of three to five current UW employees whose functional role includes aspects of the HR function. The committee will rotate yearly in August, but current committee members are encouraged to stay involved for multiple years to ensure program consistency and improvement. For those interested in committee work, please read the following expectations of committee members:

## **Mentorship Program Committee Member Expectations:**

* Commit to at least one year of service to coordinate the Mentorship Program
* Recruit mentors and mentees to participate in the Mentorship Program
* Develop method for tracking/maintaining participant information
* Create and communicate mentor/mentee matches
* Host monthly connections for program participants
* Provide guidance for mentors/mentees
* Develop lessons learned from each year’s mentorship cycle for continued improvement