



# Mentoring Program

## Mission

Develop, educate, and integrate new team members through a mentoring partnership.

## Objective

Increase employee retention and job satisfaction. Provide current employees the opportunity to share knowledge, create excitement, and promote unity by mentoring new team members.

## Introduction

Becoming a mentor will provide employees the opportunity to share their passion for their work and IDL, motivate others, and create a stronger team.

A mentor can help mentees better understand IDL's mission, vision, values, and goals. Mentors will assist new team members in acclimating to a new position within a government agency with diversified and extensive areas of responsibility. Mentors will provide support for questions and guidance outside of the mentee's program. This will create the opportunity for new team members to more quickly understand aspects of IDL outside of their scope of responsibilities.

This program is intended to provide additional support and guidance to new team members and does not replace the training program set in place by the hiring manager or supervisor.

Any costs associated with participation in this program will be the responsibility of each employee's bureau, Area, or district office.

## Mentors: Current IDL Employees are Encouraged to Apply

### Eligibility

- All permanent IDL employees are eligible to apply to become a mentor after one calendar year of service.
- Supervisors are encouraged to discuss employee participation as a mentor as part of their development plan.

### Enrolling as a Mentor

- Interested eligible IDL employees are required to complete a *Mentor Application* and submit it to HR@idl.idaho.gov.
- Mentors may assume more than one mentee at a time if the mentor and their supervisor feel that time would permit them to do so.
- Mentors will commit to a six-month term.
- Mentors will be paired with a mentee outside of their Area, office, bureau, or division.

## Expectations for Mentors

- Exhibit enthusiasm for IDL
- Demonstrate a positive attitude and act as a positive role model
- Share skills, knowledge, and expertise
- Value ongoing learning and growth and assist with development opportunities
- Review and follow the *Mentor Requirements and Guidelines*
- Make first contact within two weeks of assignment and regular contacts as outlined in the *Mentor Requirements and Guidelines*

Interested employees may review additional requirements and mentor tools on the intranet under [Mentoring Program > Mentor Resources](#) and are encouraged to contact Human Resources at [hr@idl.idaho.gov](mailto:hr@idl.idaho.gov) with any questions.

## Mentees: New IDL Employees

### Enrollment

- All new permanent IDL employees are encouraged to participate in the Mentoring Program.
- Supervisors are encouraged to discuss employee participation as a mentee as part of their development plan.

### Expectations for Mentees

- Complete and return [questionnaire](#) provided as part of the mentee introduction packet
- Participate in the program for six months
- Co-decide on the amount of help and guidance they require following the guidelines within the program
- Assist with setting realistic expectations with mentor
- Take initiative to ask for help or advice
- Be engaged
- Be respectful of mentor's time

## Mentoring Program Committee Responsibilities

- Implement, evaluate, and monitor the Mentoring Program
- Accept and review mentor applications
- Pair mentors with mentees in coordination with HR
- Communicate with mentor and mentee to ensure appropriate pairing has occurred and to answer questions
- Address any mismatch and evaluate for reassignment
- Deliver mid-point and final reviews to both mentor and mentee to provide ongoing support and address any questions or concerns

**Find additional information about the IDL Mentoring Program on the intranet:**

[Programs > Human Resources > Mentoring Program](#)