

PMI Austin Mentorship Application Form - **MENTEE**

Thank you for your interest in being a mentor for the PMI Austin mentoring pilot program. Please send **both this completed form and a copy of your resume to** [**mentoring@pmiausting.org**](mailto:mentoring@pmiausting.org).

**CONTACT INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Today’s Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Email Address: |  | Contact Phone: |  |

Where do you prefer to meet? Circle or bold the most convenient locations (likely based on where you live and/or work):

North Austin Central Austin South Austin

**WORK EXPERIENCE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Current Employer: |  | |  | Title: |  |
| # of years in Project Management: | |  | | | |
| If you are a PMP, # years: | |  | | | |

**ADDITIONAL INFORMATION:**

1. What are the top three things you would like to accomplish through a mentoring relationship?
2. Please describe your career goals (area of focus, type of work, industry of interest, etc.)
3. In what skills, experience or knowledge areas do you feel most comfortable mentoring? Circle or bold the ones that apply and provide any other ones you would like to add:

Team Building Conflict Management Tools & Techniques

Resource Planning Managing Large/Complex Projects Leading Virtual Teams,

Reporting PMP Certification

1. In which industries have you managed projects? Please state an approximate time for each of the industries.

1. Please provide any additional comments you feel will be helpful on a separate page.

Please include your resume

**ABOUT THE MENTORING PROGRAM**

The PMI Austin Chapter is proud to offer a mentoring program. Following is more information about the program.

**Goals**

The goals of the mentoring program for you as the mentee are the following:

* Provide an opportunity to develop a relationship with a more experienced project management professional to guide and support you in your career goals
* Foster a safe environment for you to seek advice on advancing your career, address challenges you are facing, take risks, set new goals, and achieve higher personal and/or professional satisfaction
* Promote networking and visibility opportunities with other chapter members

**Mentee Qualifications/Requirements**

In order to be eligible to participate in the mentoring program you must:

* Be a current PMI Austin member
* Commit to a minimum number of mentor contact hours (in person, over the phone and in meetings): mentoring training session (1.5 hours), average of 2 hours of mentor/mentee discussion each month, mentoring mid-point check meeting or call with mentoring committee members (1 hour), final regroup discussions (1-2 hours)
* Log a brief description of the contact discussion (for tracking purposes only—no details just a brief one or two sentences)

**What you can expect**

* If we are able to find a good match with a qualified mentor, you agree to the requirements, and you and your mentor agree it is a good match, you will and your mentor will need to fill out a statement of understanding form.
* Coaching support will be provided by the mentoring program committee (MPC) members for mentors and mentees.
* An online discussion forum will be available to facilitate communications between the MPC members, mentors, and mentees. The MPC members will also use this forum to address matters that impact all mentoring relationships (e.g., program changes, reminders about items due, etc.). Mentors and mentees are encouraged to use this forum to also ask and address ad-hoc questions and share useful information, helping to further enhance the overall mentoring relationship.
* If you have completed the minimum required hours stated in the qualifications/requirements section above, you are eligible for PDUS under Category C: Self Directed Learning. The number of eligible PDUs will be based on the contact hours with your mentor and mentoring program related meetings. 1 PDU is awarded for every 1 hour spent on the mentoring program. For more information, visit the following website: <https://ccrs.pmi.org/info/earnpdus>.

**Confidentiality**

Information provided by the mentor and mentee to the MPC will be kept confidential. The MPC will exchange the mentor’s and mentee’s name only after both parties have expressed interest in establishing the mentoring relationship. Information disclosed by mentors and mentees during discussions or in surveys will be reviewed only by the appropriate MPC members. The individual results of surveys submitted to the MPC will be kept anonymous.