



# QWN Mentee Application



Thank you for your interest in the QWN Mentorship Session. Please read the information below and return this document. [qwn@queensu.ca](mailto:qwn@queensu.ca)  
January 20, 2024

Please note that filling out the application does not guarantee you a spot in the QWN Mentorship Program. To ensure that we have enough mentors for applicants we will be informing you of your application status by the end of January.

### The Mentorship Relationship:

Mentees are responsible for setting up meetings with your Mentor, bringing topics or questions to discuss, and we use their time respectfully to allow them to provide this great resource. Mentees are expected to initiate contact, schedule meeting, and run the meetings.

### Mentorship Timelines Commitment

The mentorship program runs for approximately 10 months (February-November). During this time, you and your mentor will decide on the meeting structure that works best for both of you, meeting regularly within this time frame with a commitment of approximately one hour per month. In addition to regular mentor meetings, mentees will have the opportunity to engage in reflection and goal setting activities with the other mentees enrolled in the program through meetings with the organizing committee.

Mandatory Mentorship Meetings happen at the beginning, middle, and end of the Mentorship cycle. They allow the Mentorship Committee to provide additional group support and direction to mentees and allow mentees an opportunity to discuss themes in their mentorship, share experiences, and ask questions. They also allow an opportunity for mentees to take dedicated time out of their busy days to reflect on previous and plan for upcoming mentor meetings in a supported environment and allow the Mentorship Committee to gather feedback.

QWN Mentee Debriefs are available to provide additional support to the mentees and to build the relationship between the cohort. These sessions will be available through virtual and in-person participation, depending on the month (generally an alternating schedule).



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Meeting Schedule:

Released time is paid time (during your normal working hours) provided to you by your manager to engage in professional development activities.

Given the important role that ERGs (Employee Resource Groups) play in advancing the



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## Applicant Information:

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

Email: \_\_\_\_\_

Department: \_\_\_\_\_

# of years at Queen's: \_\_\_\_\_

I would describe my career stage as r s