

# The Career Development Mentoring Program

## Application Process

### Step 1:

Attend one of the two Information Meetings in July.

July 15, 2015 at the Carvel Building in the HRM training room from 1 to 4

Or

July 16, 2015 at the Haslet Armory in room 133 from 9 am to Noon

### Step 2:

Read through your Information packet.

### Step 3:

Go to: <http://hrm.omb.delaware.gov/employee/mentor.shtml>

Click on forms and fill out the following forms:

- Application (Mentee or Mentor)
- Mentee Plan for Success (Mentee only)
- Mentee's Supervisor Nomination form (Mentee only)
- Current Performance Review (to be attached to application packet)
- Mentor Checklist & Skills Assessment (Mentor only)

### Step 4:

\*Submit the completed application packet to Michelle Potter at:

[michelle.potter@state.de.us](mailto:michelle.potter@state.de.us) by August 7, 2015.

\*The Mentor/Mentee notifications are usually sent out two weeks after the application deadline.