



Frequently Asked Questions

1. What if I miss a class?
 - a. The curriculum aims to ensure that Mentees in the Program develop the knowledge, skills and attributes to support them in their career goals.
 - b. So all efforts should be made to attend each class. However, if that is not possible you should contact Michelle Potter to work out the details of your particular situation.
2. How do I give a testimonial?
 - a. Contact Michelle Potter to arrange the details at michelle.potter@state.de.us or call 302-577-8977.
3. How do I apply to participate as a mentor or mentee?
 - a. You can find all needed information about participating in the Mentoring Program and fillable forms on our website at: www.hrm.omb.delaware.gov/employee/mentor.shtml.
4. How long is the Program?
 - a. The Program is one year; however, many mentor-mentee relationships continue past the end of the year.
5. How many classes are there?
 - a. There are three workshops and seven classes for a total of ten altogether. Most classes are a full day.
6. Do I need my supervisor's approval?
 - a. Yes, all Mentees must submit the Supervisor's Nomination Form signed by their supervisor.
 - b. Mentors are encouraged to gain the support of their supervisor as well; however, no formal documentation is required to be submitted with the application.
7. What if my relationship with my Mentor/Mentee is not working?
 - a. We ask that each Mentee and Mentor submit a monthly progress report. This will help us identify any mismatches in a timely manner. We will make every attempt to assist in resolving any issues; however, if a suitable alternative arrangement cannot be made we may ask the participants to reapply the following year.
8. If I don't attend the Information Meeting can I still apply?
 - a. We encourage all potential participants to attend the Information Meeting. Being a part of a larger group is much more valuable than just getting the information via email. However, if you are unable to attend you can still apply. Contact Michelle Potter at michelle.potter@state.de.us or call 302-577-8977.
9. What if I already had taken a class that is scheduled as part of the Mentoring Program?
 - a. Email Michelle Potter which class you have taken and the date. A decision will be based on the class, when you took the class, and if the content of the class has changed.





10. What forms must I submit by the deadline?
 - a. Mentees must submit the Mentee application and the Supervisor's Nomination form signed by the supervisor.
 - b. Mentors must submit the Mentor application and the Mentor Checklist and Skills Assessment form.
11. Can Causal Seasonal employees apply?
 - a. At this time the Mentoring Program is for permanent state employees.

