



Mentoring Program Questionnaire - Mentor



Thank you for your willingness to participate in the mentorship program. We expect this experience to provide benefits to both mentors and mentees. Please complete and return this questionnaire to mentoring@pmi-metrolina.com.

Name _____ Today's Date _____

CONTACT INFORMATION:

Daytime Phone: _____ Evening Phone: _____ Cell/Pager: _____

I am easiest to reach (days, times, phone numbers...): _____

Email Address: _____ I check my email weekly/daily/hourly (please **bold** response)

How do you preferred to be contacted (email, phone, etc.)? _____

How would you prefer to meet with your assigned mentee? _____

Physical Address: _____

WORK/FIELD EXPERIENCE:

Current Employer: _____ Title: _____

Number of years in Project Management field: _____

PMI Certifications: _____

PMI-Metrolina Community Affiliations: _____

PMI Membership Number: _____

Project Management Field (IT, banking, healthcare, construction, etc.): _____

ADDITIONAL INFORMATION:

1. Why do you want to participate in the mentoring program?
2. What is your primary goal for participating in a mentoring relationship?
3. What are the top three things you feel are essential to a successful mentoring relationship?
4. In what skills, experience or knowledge areas do you feel that you would be most helpful to a mentee?
 - PMI Certification (Exam prep questions, content questions, etc.)
 - Specific Industry Areas (construction, IT, healthcare, motion picture, etc.)
 - Project Guidance (work project questions)

- General Advice (job searching, how to market skills, etc.)
- Other: _____

5. Participating in the program requires a time commitment from both the mentor and the mentee. What kind of time commitments do you feel you can make? (Please **bold** all those that apply)

Monthly in-person meetings
 Monthly phone conversations
 Several email messages a month
 Monthly on-line chats

Quarterly in-person meetings
 Weekly phone conversations
 Several email messages a week
 Weekly on-line chats

6. Please provide any additional comments you feel will be helpful:

****PLEASE PROVIDE A COPY OF YOUR RESUME OR CV SO THAT WE MAY VALIDATE YOUR WORK EXPERIENCE IN ORDER TO PROVIDE THE BEST MATCH TO A MENTEE**

MENTORING PROGRAM DISCLAIMER AND RELEASE OF CLAIMS

I acknowledge that I am participating in the PMI-Metrolina Mentoring Program on my own accord and that such participation is strictly voluntary. I realize that all information provided to me from the Mentors that is not provided by PMI-Metrolina is based on their personal knowledge and experience. I understand that PMI-Metrolina does not independently test, evaluate, or verify the accuracy or completeness of any information provided by the Mentors, and that I should not use any material, methods, information, techniques, opinions or procedures expressed, presented or demonstrated without evaluating my needs.

PMI-Metrolina disclaims liability for any personal injury, property, or other damages of any nature whatsoever, whether special, indirect, consequential, or compensatory, directly or indirectly resulting from the use of or reliance on any material, methods, information, techniques, opinions or procedures expressed, presented or demonstrated by participants in the PMI-Metrolina Mentoring Program. PMI-Metrolina disclaims and makes no guaranty or warranty, express or implied, as to the accuracy or completeness of any information provided, presented, or demonstrated through the Mentoring Program, and disclaims and makes no warranty that such information will fulfill any of the Participant's particular purposes or needs.

In making the Mentoring Program available, PMI-Metrolina is not undertaking to render professional or other services for or on behalf of any person or entity, nor is PMI-Metrolina undertaking to perform any duty owed by any person or entity to someone else. Anyone using or relying on the material, methods, information, techniques, opinions or procedures expressed, presented or demonstrated in the Mentoring Program should rely on his or her own independent judgment or, as appropriate, seek the advice of a competent professional in determining the exercise of reasonable care in any given circumstances.

In consideration of the right to participate in the PMI-Metrolina Mentoring Program, I waive any and all rights or claims I may have against PMI-Metrolina, its directors, officers, employees, members, staff, and all individuals assisting in the Mentoring Program, and I hereby fully release and discharge them from any and all claims resulting from injuries, including death, damages or loss, which may accrue to me or my heirs arising out of or in any way connected with my participation in the Mentoring Program.

I further agree to indemnify, defend, and hold harmless PMI-Metrolina, its directors, officers, employees, members, staff, and all individuals assisting in the Mentoring Program, from any and all claims resulting from injuries, including death, damages, or loss, which may accrue to me or my heirs arising out of or in any way connected with my participation in the Mentoring Program.

Signed: _____

Print Name: _____

Date: _____

PURPOSE AND SCOPE

The PMI-Metrolina Mentorship Program is here to help provide assistance to students and working professionals who are members of the PMI-Metrolina Chapter of the Project Management Institute. Having a credential through PMI is not requirement for participation.

Mentor Definition: An experienced professional in a project management related field or specific knowledge area that can provide guidance and leadership.

Mentee Definition: A PMI-Metrolina member that requests assistance in a specific field or knowledge area related to project management.

The mentor will:

- Provide guidance and direction for studying for a PMI exam
- Provide an expert opinion on project work if assistance is needed
- Provide information concerning PMI-Metrolina and the ways you can become involved
- Offer advice concerning marketable skills in a specific industry

The mentor/mentee will NOT:

- Use this opportunity to sell services or products
- Pressure mentors for job positions, letters of recommendation, or a volunteer role with PMI-Metrolina
- This is NOT a dating service
- This is NOT a tool to get someone else to do your homework for you or attempt to cheat in any way, shape, or form on exams, assignments, or tests
- Verbal, physical, or emotional abuse is not tolerated from either party and if reported to the Mentorship Committee Chairs then it will be referred to law enforcement as deemed reasonable
- Use the power dynamic to ask for favors that are inappropriate and/or outside of a professional capacity

Professional behavior is expected by all participants during each meeting no matter the medium used for communication. Any inappropriate behavior should be reported to the Mentorship Committee

Chairs by sending an e-mail to mentoring@pmi-metrolina.com. The mentor or mentee is expected to terminate communication if they feel that the situation has turned unprofessional and report it to the Mentorship Committee Chairs immediately. The Mentorship Committee Chairs will investigate each claim reported and may need to involve law enforcement depending on the circumstances. Unprofessional behavior will not be tolerated.

CONSEQUENCES

- ***PMI-Metrolina Members with a credential*** – If found to have promoted, participated in, or instigated unprofessional behavior then the member will be banned from PMI-Metrolina meetings for six months or more depending on the severity of the offense. Egregious behavior will result in the termination of membership with PMI-Metrolina and the inability to participate in or attend future meetings. The behavior will also be reported to our national counterpart, the Project Management Institute so that they may initiate any sanctions they deem necessary.
- ***PMI-Metrolina Members without a credential (non-student)*** – If found to have promoted, participated in, or instigated unprofessional behavior then the member will be banned from PMI-Metrolina meetings for six months or more depending on the severity of the offense. Egregious behavior will result in the termination of membership with PMI-Metrolina and the inability to participate in or attend future meetings.
- ***PMI-Metrolina Members without a credential (student)*** – If found to have promoted, participated in, or instigated unprofessional behavior then the member will be banned from PMI-Metrolina meetings for six months or more depending on the severity of the offense. Egregious behavior will result in the termination of membership with PMI-Metrolina and the inability to participate in or attend future meetings. Depending on the nature of the offense, the educational program director may be informed of the behavior so that they may initiate any sanctions they deem necessary.

Please sign below to indicate your understanding and agreement with the terms of the program.

Signed: _____

Print Name: _____

Date: _____