Mentor Name _______________________

THE JOHNS HOPKINS UNIVERSITY CAREER MANAGEMENT PROGRAM

CAREER INFORMATION AND MENTORING NETWORK

*Mentor Agreement Form*

Many Hopkins staff and faculty have important knowledge, skills, and experiences to share with others to assist them in gaining greater job and career satisfaction. The JHU Career Management Program in partnership with several individuals and groups on campus has created the Career Information and Mentoring Network to help link staff and faculty mentors with university staff members seeking assistance.

By joining the Career Information and Mentoring Network, you will play an important role in the career development of others. There are many ways in which you might choose to participate in the network. Please read the descriptions of various mentoring activities below. After reviewing the options, select those activities in which you would like to participate at this time by completing the Mentor’s Statement of Agreement on the next page.

- **Information Interviews.**
  
  *I would be willing to speak with JHU staff interested in interviewing me about my job, my educational background, and my career path.* (Interviews are generally 30-45 minutes in length with no more than one referral per month.)

- **Career Information Programs**
  
  *I would be willing to participate in workshops and panel presentations to share information about my field and my own career development.* (Programs are generally one and one-half hours in length with no more than one presentation commitment per year.)

- **Shadowing**
  
  *I would be willing to provide an opportunity to interested staff to spend time observing me in my work setting to learn more about the specifics of my job and work environment.* (Shadowing opportunities are generally three to four hours in length with no more than three referrals per year.)

- **Tutorials**
  
  *I would be willing to provide on-the-job learning opportunities including instruction and supervision on a task to assist an interested staff member in acquiring new skills and experience relevant to his or her career aspirations.* (Tutorials are generally one to three hours per week for a period of two months with no more than one referral per year.)

- **Facilitated, Long-term Relationships**
  
  *I would be willing to develop an agreement with a staff member regarding the specific developmental goals he or she wishes to achieve and to meet regularly to work toward these objectives which may include learning about career opportunities at Hopkins, networking with other professionals, learning more effective self-management, and understanding the best approaches to problem solving in the Hopkins culture.* (Facilitated, long-term relationships generally include two-hour meetings twice per month for a period of six months with no more than one referral per year.)

Please return this form to: JHU Career Management Program, Johns Hopkins at Eastern, 1101 E. 33rd Street, Suite A100, Baltimore, MD 21218. For more information, please contact the Career Management Program at PHONE (443) 997-4992 / FAX (443) 997-6673.
MENTOR'S STATEMENT OF AGREEMENT.

Please read the agreement below, check off your selections, and sign to indicate your agreement if you wish to participate in the Career Information and Mentoring Network.

I agree to participate in the JHU Career Management Program's Career Information and Mentoring Network according to the selections I have made in the network activities listed below. I give the Career Management Program staff and/or the individuals they refer permission to contact me at home or at work as indicated below. I understand I may change the activities I have agreed to participate in or may enter or leave the Career Information and Mentoring Network whenever I choose by contacting the Career Management Program. I understand that I may end any mentoring relationship in which I am participating at any point in time for any reason by contacting the Career Management Program. I also understand and will reinforce to my mentee(s), as appropriate, that participation in our activities does not guarantee access to any specific jobs, advancement or promotional opportunities.

- I agree to participate in the following network activities:
  (Please check as many of the activities listed below as your time permits. Thank you!)

  __ Information Interviews.
  (Interviews are generally 30-45 minutes in length with no more than one referral per month.)

  __ Career Information Programs
  (Programs are generally one and one-half hours in length with no more than one presentation commitment per year.)

  __ Shadowing
  (Shadowing opportunities are generally three to four hours in length with no more than three referrals per year.)

  __ Tutorials
  (Tutorials are generally one to three hours per week for a period of two months with no more than one referral per year.)

  __ Facilitated, Long-term Relationships
  (Facilitated, long-term relationships generally include two hour meetings twice per month for a period of six months with no more than one referral per year.)

- Please contact me ____ at Home or ____ at Work (check one or both).

___________________
Signature

___________________
Date
MENTOR'S BACKGROUND INFORMATION.

Please complete the background information requested on the following two pages (please print).

Name ____________________________________________________

Position __________________________________________________

Career field (describe your career field or profession, e.g. accounting, administration, development, marketing, research, social work, etc.)

Job Family (check the Hopkins job family below that best applies to your current position)

___ (1) Financial
___ (2) Library
___ (3) Office Support & Clerical
___ (4) Administration, Senior Staff
___ (5) Data Processing
___ (6) Student Services
___ (7) Publications, Public Information
___ (8) Purchasing, Customer Service
___ (9) Peabody
___ (10) Medical
___ (11) Engineering, Maintenance
___ (12) Technical, Tech. Research Support
___ (13) Research Support (non-tech.)
___ (14) Animal Research Care
___ (15) Photography, Audio/Visual, Graphic arts
___ (17) Laboratory Admin./Mgmt
___ NOT SURE

Department ____________________________ School/Division
JHU Address ____________________________
JHU Phone ____________________________ JHU Fax

E-mail Address

Home Address

Home Phone ____________________________

Gender: ___ Female ___ Male

Race/Ethnicity: ___ African American ___ Asian/Pacific Islander ___ Caucasian
___ Hispanic ___ Native American ___ Other
Briefly describe your current job responsibilities.

How long have you been in your present position?

What is your current grade level?

- Faculty
- Senior Staff (Grades 41-48)
- Exempt Support Staff (Grades 38-40)
- Non-exempt Support Staff (Grades 31-37)
- Other (please describe)

What were your previous positions at Johns Hopkins or elsewhere?

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What is your educational background (Please list degrees, majors, schools, and dates of completion)?

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Please comment on key factors that contributed to your own career development. What advice would you give to others interested in pursuing a career in your field at JHU?

Thank you for your participation in this important service.