



Mentorship Program

Through the outreach initiatives of IT-oLogy's diverseIT program, the purpose of the Mentorship Program is to provide members the opportunity to be matched with a mentor or mentee and to tap into the existing knowledge, skills and experience of high performing professionals and transfer these skills to newer or less experienced professionals in order to advance their careers.

This program is relatively "hands-off" and requires mentors and mentees to establish their own relationship after they have been matched.

The ideal mentor/mentee setup would be 1:1, however it is possible that a mentor may be asked to work with more than one mentee.

Full Mentor Program Guidelines

1. Mentors and mentees are matched based on their application answers for a period of three months. After that point, mentors and mentees may choose to continue their mentorship, match with a new individual or end their time in the mentorship program.
2. Mentors– please consider this as taking the responsibility to help mentor an individual or small group of mentees. We ask that you check in with your mentees (via e-mail/phone) at least once a month.
3. Mentees – be considerate of your mentor's time. Come to all your mentor meetings with prepared questions and topics to discuss. If you e-mail your mentor, keep the message concise. Do not ask your mentor for a job recommendation or support in getting hired at their company. This program is meant to help mentees gain insight and knowledge into the tech industry by developing invaluable, personal relationships.
4. Both the Mentor and Mentee must understand and agree that to have a successful mentoring meeting, an honest exchange needs to be present.
5. If you do not hear from your mentor/mentees within two weeks of receiving your match, please contact _____ . We will address the issue and/or place you with another individual.

Guiding questions for your initial meeting:

1. What do you want to get out of this program?
2. What goals do you want to focus on?
3. What does the mentee want to improve on?
4. What skill sets can the mentee offer in return to the mentor?
5. Soft skills or hard skills?
6. How often should we meet?

Purpose for the Mentor

Develop leadership skills. Taking on the position of a role model can help even the most experienced professionals become better leaders. The responsibility of helping guide someone's career and goals process puts the more senior professional in a unique position. They will sometimes need to teach, motivate and offer feedback. All of these skills are highly valued in leadership positions.

Communication skills. Mentors must be active and involved listeners as well as strategic communicators. A mentoring program helps mentors further sharpen their skills in these areas.

Knowledge. The more experienced mentor should have a thorough knowledge of any program or training that a mentee can access to help them reach their goals. The mentor can impart wisdom developed on the job over time, information and workplace expectations or policies that will help the mentee succeed in the long run.

Learning opportunity. While the mentor is usually in the position of imparting knowledge to the mentee, a mentoring relationship can also help the more experienced mentor learn new skills. It's common that technological advances have been mastered by younger workers. This is an area where the mentee may also become a teacher, guiding the mentor to learn new skills or a new way of doing things.

Giving back. Mentorship provides the opportunity for the mentor to give back to the community by leveraging their years of experience, knowledge and wisdom to help the mentee succeed.

Purpose for the Mentee

Enhance skill development. Most mentees are looking for someone to help them advance their career prospects. Through advice and guidance, the mentor can help the employee develop their full potential in the workplace.

Networking. A mentoring program is a great way for communities to boost their networking opportunities. For many mentees, it can take months and sometimes years to grow relationships. Through a mentoring program, a mentee can gain access to important career contacts sooner.

Direction. By asking mentees to consider how they can grow through the experience, a mentoring program gives them more control over the direction of their career. Research has shown that individuals who are mentored have a better career track than those who don't. This includes receiving higher compensation and more promotions as well as feeling better about their professional background and experience.

Problem solving. A mentor can be a sounding board when the mentee faces a situation or problem that they are not familiar with or can't see a solution too. By partnering a mentee with a more experienced mentor, the mentee gets to learn from the mentor's experience.

Suggested Tools



- GROW Model
- SMART Goals



- Personal SWOT Analysis

Strengths What do you do well? What unique resources can you draw on? What do others see as your strengths?	Weaknesses What could you improve? Where do you have fewer resources than others? What are others likely to see as weaknesses?
Opportunities What opportunities are open to you? What trends could you take advantage of? How can you turn your strengths into opportunities?	Threats What threats could harm you? What is your competition doing? What threats do your weaknesses expose you to?