



PMINYC Mentoring Program Application for Mentees

The Mentoring program is open to all members of the PMINYC Chapter. The following application allows the Mentoring Program staff to ensure optimal pairings between Mentors and Mentees. Please read the suggested guidelines below.

Send the completed application form & resume to Mentoring@PMINYC.org to be matched with a Mentor.

Contact Information

Name: [Click here to enter text.](#)

Best Contact Tel #: [Click here to enter text.](#) Best Email Address: [Click here to enter text.](#)

Preferred method of contact: [Click here to enter text.](#)

Background Information

1. How many years have you held the PMP credential? [Click here to enter text.](#)
2. Industries in which you have project experience: [Click here to enter text.](#)

Mentoring Information

1. In terms of duration, how many consecutive months can you commit to mentoring?
 6 months 12 months other
2. If you are available to meet in person, what area is best for you (Manhattan, Westchester, etc.)?

3. What is motivating you to seek a Mentor at this time?

4. Please provide a summary of your goals for working with a Mentor:

5. What project management skills would you like to focus on?

6. Is there any additional information you would like to share with us?

All PMI credential holders participating in the Mentoring Program self-report earned PDUs. Mentors and Mentees can earn 1 PDU per hour of participation, claiming up to a maximum of 8 PDUs annually and up to 25 PDUs over a 3-year period.

By entering into the Mentoring Program, participants agree that neither PMI, the New York City Chapter of PMI, nor any other participants have any liability for the suggestions and/or advice provided to them during the mentoring relationship.

Name

Signature

Date

Guidelines for Mentees

1. The Program Manager will contact you via e-mail to introduce you to your Mentor and to confirm of your mentoring relationship and pairing.
2. Please initiate contact with your Mentor within 1 week of your introductory meeting (preferably conducted in-person). *Note: You are responsible for initiating contact with your mentor and scheduling meetings.*
3. Meet with your Mentor either in person (if possible) or via phone/video-chat at a minimum of once every 4 weeks.
4. You will be contacted by the PMINYC Mentoring team for updates. Please respond promptly so that the Mentoring Program can ensure an active pairing.
5. If business or other pressures make it impossible to continue, if you need to take a hiatus from the program, or if you feel the relationship is not working, please advise the Mentoring Program Manager so that another pairing can be arranged, if needed. If you feel your goals have been accomplished, please thank your mentor and notify the Mentoring Program Manager that you are moving on.

DOs	DON'Ts
<p>Be mindful of why you've signed up Remember - your mentor is there to help, but it is your journey.</p>	<p>Be engaged Don't use your relationship to simply further your own business interests.</p>
<p>Be proactive Think about what it is you want out of the relationship. Create a list of goals to check off as milestones are passed.</p>	<p>Be patient If your Mentor can't meet with you on the date you propose, don't give up; offer alternatives and follow through.</p>
<p>You are in a professional relationship Keep all discussions confidential and the relationship friendly.</p>	<p>Apply advice as necessary Don't feel obligated to follow advice that does not pertain to your career progress.</p>
<p>Remember both of you are busy Return your Mentor's calls/e-mails promptly.</p>	<p>Remember obligations to your job Don't wait until a conflict of interest becomes an issue before addressing it.</p>
<p>Things can change in a NY minute If your Mentor becomes unavailable, contact a Mentoring Team member to be re-paired.</p>	<p>Keep the conversation going If something doesn't make sense, don't stay quiet. Talk about it with your Mentor to get clarity.</p>

If you have any questions or concerns, please contact the Mentoring Program team at Mentoring@PMINYC.org

Thank you for your participation!