



PMINYC Mentoring Program Application for Mentors

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 Mentee.

Contact Information

Name:

Best Contact Tel #: Best Email Address:

Preferred method of contact:

Background Information

To be a Mentor, you need to have had a PMP for at least 5 years.

1. How many years have you held the PMP credential?
2. Industries in which you have project experience:

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 Mentee at this time?

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

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.

PMP Mentors enter earned PDUs under “Giving Back to the Profession,” Categories D, E, and F.

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 Mentors

1. PMINYC will provide you with your Mentee’s application. The Program Manager will contact you via e-mail to introduce you to your Mentee and to confirm of your mentoring relationship and pairing.
2. Your Mentee should initiate contact with you within 1 week of your introductory meeting (preferably conducted in-person). *Note: The Mentee is responsible for initiating contact with you and to scheduling meetings.*
3. Meet with your Mentee 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 within 3-5 days 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.

DOs	DON'Ts
Deliver Lessons Learned Provide advice and guidance within your area of expertise.	Be mindful of why you’ve signed up Remember – you are there to help, but it is the Mentee’s journey.
Be proactive, to a point Proceed with the mentoring relationship according to the pace of your Mentee.	Be open-minded Don’t be offended if your advice is not always followed. What works for you may not apply to everyone.
You are in a professional relationship Keep all discussions confidential and the relationship friendly.	Need a client? Not here ... The Mentor/Mentee relationship is not to be used to further business interests.
Remember both of you are busy Return your Mentee’s calls/e-mails promptly.	Remember obligations to your job Don’t wait until a conflict of interest becomes an issue before addressing it.
Things can change in a NY minute If your Mentee becomes unavailable, contact a Mentoring Team member to be re-paired.	Keep the conversation going Don’t assume your Mentee will automatically “get” an idea; talk about it openly to work towards clarity.

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

Thank you for your participation!