

NC IPMA-HR Mentee Application

Applicant:

Mentee Name: _____

Mentee Title: _____

Mentee Organization: _____

Contact Information:

Phone: _____ Email: _____

Are you comfortable using virtual technology for meetings/mentoring? _____

If yes, what platforms are you comfortable using? _____

Experience:

How many years of Human Resources experience do you have? _____

How many years of HR Public Sector experience do you have? _____

Do you have HR Supervisory/Managerial experience? _____

If yes, how many years? _____

List any current professional certifications (IPMS, SHRM, HRCI, etc.) you have? _____

Areas you wish to have a Mentor help you grow in professionally:

Please check all of the following HR professional areas you are willing to be mentored in:

- | | |
|---|--|
| _____ General Benefits Management | _____ Performance Management systems |
| _____ Retirement Planning/Calculations | _____ Performance/Merit Pay |
| _____ FMLA coordination and issues | _____ Employee Policy Development |
| _____ Disability/Fit for Duty | _____ Disciplinary Procedures |
| _____ ADA Accommodations | _____ Employee-Manager Relations |
| _____ Leave Policies | _____ Employee Investigations |
| _____ Compensation | _____ Title VII/EOC issues |
| _____ Job Classification | _____ Recruitment Processes |
| _____ Writing/creating Job Descriptions | _____ Selection Processes |
| _____ Job Desk Audits | _____ Interview/Assessment management |
| _____ Special Pay situations | _____ Certification Preparation |
| _____ Building Compensation Structures | _____ Other area(s) not listed (please list) |

Mentee Signature: _____

Date: _____