

NC IPMA-HR Mentor Application

Applicant:

Mentor Name: _____

Mentor Title: _____

Mentor 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? _____

Mentoring Areas:

How many Mentees are you willing to work with at one time? _____

Please check all of the following HR professional areas you are willing to help mentor:

- _____ General Benefits Management
- _____ Retirement Planning/Calculations
- _____ FMLA coordination and issues
- _____ Disability/Fit for Duty
- _____ ADA Accommodations
- _____ Leave Policies
- _____ Compensation
- _____ Job Classification
- _____ Writing/creating Job Descriptions
- _____ Job Desk Audits
- _____ Special Pay situations
- _____ Building Compensation Structures

- _____ Performance Management systems
- _____ Performance/Merit Pay
- _____ Employee Policy Development
- _____ Disciplinary Procedures
- _____ Employee-Manager Relations
- _____ Employee Investigations
- _____ Title VII/EOC issues
- _____ Recruitment Processes
- _____ Selection Processes
- _____ Interview/Assessment management
- _____ Certification Preparation
- _____ Other area(s) not listed (please list)

Mentor Signature: _____

Date: _____