

Mentoring Program Comparison Matrix

	BLM – AK	BLM – AK Self Directed	BLM – NV	USGS – 1 Year	USGS – Self Directed
Mentoring Definition	Mentoring provides a more invested employee with additional professional skills and Org. awareness while sidestepping any issues of individual favoritism.	Same as regular program.	Mentoring is a partnership between two individuals, one of whom has greater skills, experience, and/or wisdom.	Mentoring is a dynamic, evolving partnership where a caring person invests time and know-how to enhance another person’s growth, knowledge or skills.	Same as 1-Year
Purpose and Goals	<ul style="list-style-type: none"> - Provide potential career growth. - Retain knowledge and expertise. - Increase employee confidence, diversity, and productivity. - Promote collaborative leadership and improve business practices. - Improve recruitment and retention by providing mentoring opportunities for employees. - encourage critical skills transfer and professional development. - Gain understanding of the organization as a whole. <p>Develop leadership skills at all levels.</p>	Same as regular program.	<ul style="list-style-type: none"> - Use an established mentoring program to build (or promote) the exchange of critical knowledge and skills between mentors and employees trying to further their own long-term development. - To create and maintain an organized mentoring program which is available to committed employees who can benefit from it to help them expand their skills, and assist them in achieving their career goals. 	<ul style="list-style-type: none"> - Aligned with the long-term strategic goal to encourage knowledge and experience sharing throughout the USGS. - Low-cost, long-term professional development. - An opportunity for critical skills transfer. - Improve recruitment and retention. - Faster acculturation for newer employees. - Leadership development. - Increased collaboration across disciplines. 	Same as 1-Year
Mentoree Eligibility	Plan does not indicate eligibility requirements for mentorees; however, they are required to have initial supervisory approval to apply to the program.	Plan does not indicate eligibility requirements for mentorees.	All-inclusive for managers, supervisors, employees, SCEP and STEP students. (Grade levels not defined)	Permanent, SCEP, TERM and STEP employees with approx. 5 years or less of USGS service.	Open to all interested USGS employees.

Mentor Eligibility	Plan does not indicate eligibility requirements for mentors	Plan does not indicate eligibility requirements for mentors	No grade requirements or restrictions. Must receive training.	Any voluntary applicants.	Any voluntary applicants.
Model	Formal	Informal	Formal	Formal	Informal
Application Process	Recommendations of potential Mentors/Mentorees are solicited from leadership and supervisory individuals and other contacts. Participants are also recruited by the Mentoring Program Team (MPT) and through outreach strategies. Potential candidates then submit applications for the program to the MPT.	Those individuals that are unavailable for the formal mentoring program or not selected by the MPT are encouraged to participate in the informal mentoring activities.	Potential participants (excluding SCEP students) must submit an application to the EEO Office.	Applications are submitted online to the USGS website.	Interested employees may register online at the USGS website.
Selecting Officials	Applicants are evaluated by the MPT. Final applicants are selected by a subcommittee of the Alaska Leadership Team.	Informal program participants are self-matched.	Applications are reviewed by the EEO Manager or designee.	Does not indicate selection process	None necessary. Employees may participate in the seminars with supervisory approval.
Training Provided	A highly interactive, one-day training session is held for the entire mentor/mentoree group.	Participants view the "Get One, Be One" video and take the online training.	Mentoring Orientation is a required formal training provided by the state office.	A two-day session including shadowing as well as a partner training at the mentor's location. Participants are expected to complete 1-4 hours of mentoring activities each month during the 1-year program.	3-hour live or cyber seminars are available. Mentoring partner meetings are permissible during work hours with supervisory approval.
Org. Commitment	There is a high level of commitment to the success of this program from the Alaska Leadership Team, the Mentoring Program Team and the supervisors,	The Mentoring Program Team and the supervisors, who must give initial approval for employees to apply to the program.	Supported by the State Director, Associate State Director, and State Leadership Team	Strongly supported by USGS Leadership. Supervisory support is required.	Strongly supported by USGS Leadership. Supervisory support is required.

	who must give initial approval for employees to apply to the program.				
Mentor Commitment	<ul style="list-style-type: none"> - Commits to a 1-year mentoring relationship, including quarterly teleconferences. - Establish respect, trust, and partnership building. - Find time to interact with the mentoree. - Stick to agreed upon meeting times as much as possible. - Meet or call periodically. - Look for activities that can be done together. - Seek common interests that may provide settings for off-the-job meetings. 	<ul style="list-style-type: none"> - Commit to mutually agreed upon time frame for mentoring relationship. - Establish respect, trust, and partnership building. - Find time to interact with the mentoree. - Stick to agreed upon meeting times as much as possible. - Meet or call periodically. - Look for activities that can be done together. - Seek common interests that may provide settings for off-the-job meetings. 	<ul style="list-style-type: none"> - Provide a sounding board for mentorees ideas and ambitions. - Be trustworthy and reliable. - Possess high integrity, honesty and credibility. - Encourage high standards. - Set an inspirational example. - Be a good communicator and show concern for the mentoree's performance. - Give sound advice. 	<ul style="list-style-type: none"> - Agree to meet on a regular basis. - Help mentoree understand org. history. Current strategic goals of the organization and possible career opportunities. - Assist the mentoree with establishing networks. - Foster communication and collaboration across the entire Bureau. - Provide advice when requested, coaching and feedback. - Maintain confidentiality. 	Same as 1-year
Mentoree Commitment	<ul style="list-style-type: none"> - Commits to a 1-year mentoring relationship, including quarterly teleconferences. - In charge of their own development. - Expected to work on any assignments provided by their mentor. - Come fully prepared to all meetings. - Scheduling and rescheduling of all meetings. 	<ul style="list-style-type: none"> - Responsible for finding appropriate mentors and initiating their mentoring partnership. - Determine their mentoring objectives, schedule partner meetings, and complete any assignments from their mentors. - Responsible for their own development, getting educated on 	<ul style="list-style-type: none"> - Be committed and responsible. - Be prepared to accept challenges. - Set new and higher personal targets. - Be their own most severe critic. - Be motivated to learn and enhance their career. - Establish attainable short-term and long-term goals that are 	<ul style="list-style-type: none"> - Initiate communication and expectations with mentor. - Take primary responsibility for their own learning and development. - Keep their immediate supervisor in the loop. - Be open to accept feedback. - Maintain confidentiality. 	Same as 1-year

	- Expected to work on nonjob-related mentoring assignments on their own time in a timely fashion.	mentoring, and asking for specific help.	specific, measurable, achievable, realistic and timely. - Identify key steps and dates to achieve these goals.		
Costs	Funded by State Director's Office. No direct charge to centers or districts for training or support; however, they are advised to strongly consider funding any necessary travel for their participants. Primary budget expenses are derived from live training sessions that occur approx. every 17 months.	Relatively low-cost. Primary costs come from development of online materials and acquisition or production of training videos.	No cost data was given in the mentoring plan documents.	Travel costs for mandatory, initial two-day mentoree shadowing of the mentor is provided by the Office of Employee Development.	Relatively low-cost. Primary costs come from development of 3-hour live and cyber seminars and online materials.
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- Nevada states in their plan “An unsuccessful Mentor/Mentoree relationship can be terminated at any time by either employee without any consequences. If necessary, the EEO Manager has the authority to dissolve any Mentor/Mentoree relationship that is not conducive to the Mentoring Program.
- The LA-Wolf Pack has developed a Mentoring webpage (<http://web.wy.blm.gov/mentoring>). This page is a general tool that gives guidance on mentoring and could be linked to a page for leadership-specific mentoring.