



BSA Berkeley Staff Assembly

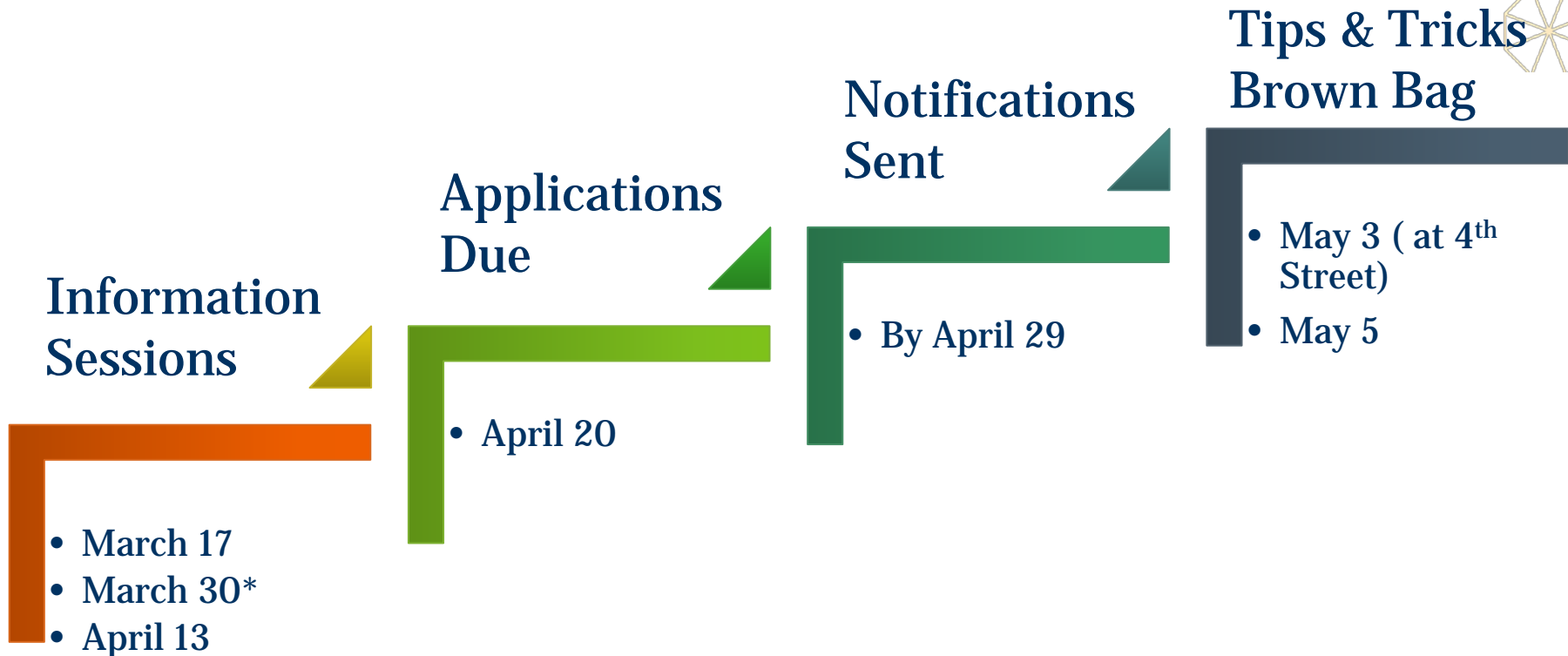
Mentorship Program

Mentee Information Session

The Mentorship Program

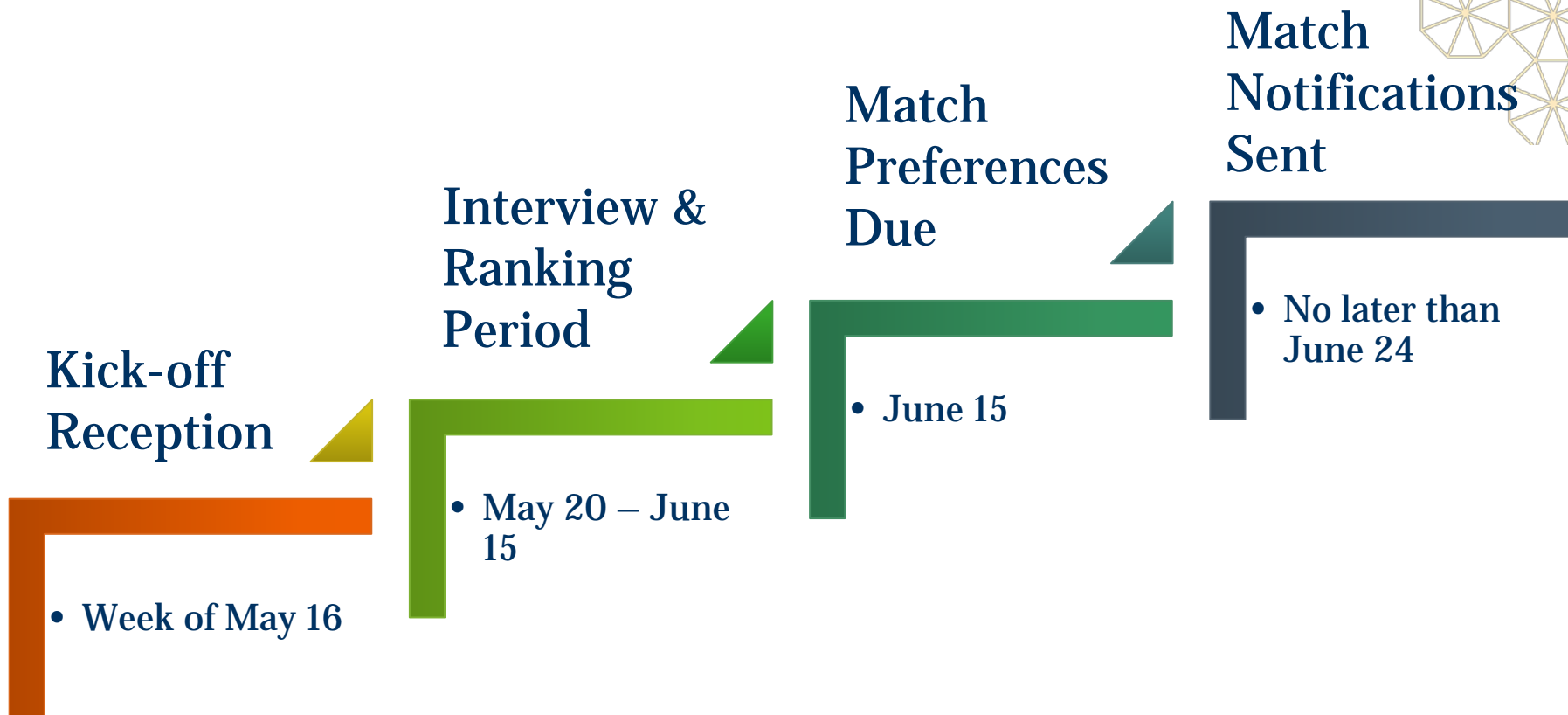
- Coordinated by all-volunteer BSA Career Development Committee (CDC)
- Pairs mentees with mentors
- Builds staff connections
- Helps staff better understand the Berkeley organizational culture

Application Timeline



*Combined mentor/mentee session at CSS-4th

Matching Timeline



Mentees

- **Staff members interested in career development**
- **Mentee-driven program**
- **Mentees set goals and work with mentors to achieve them**

Mentors

- Experienced UC Berkeley career employees
- Well respected advisors, coaches, and colleagues willing to share their experiences with other staff members

Who Can Be a Mentee?

Career staff with at least one year of experience with UC Berkeley and be at one of these classifications:

- Administrative Assistant III (AAIII)
- Professional 2-3 (P2-3)
- Professional and Support Staff 1-4 (PSS 1-4)
- Supervisor 1 (S1)

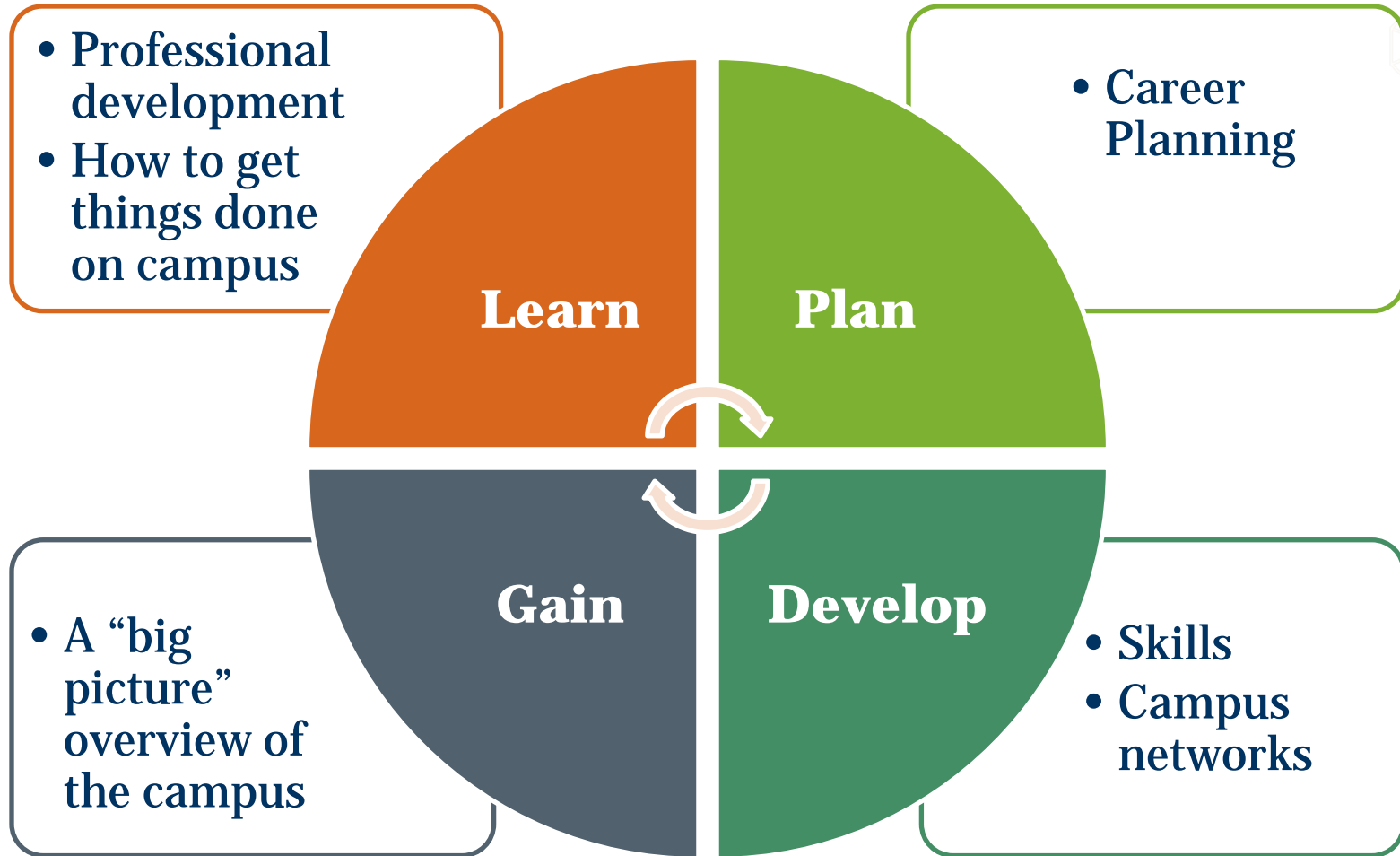


Finding Your Classification

Four Options:

1. Blu
2. Pay Stub
3. HR Staff
4. Career Compass Website

Why Participate?



What Do Past Participants Say?

“I have felt a lot more comfortable having conversations about my job growth...and have been more proactive about the job search and application process in relation to my career goals.”

“I feel like I’m really part of campus now- [the program] has added to my campus identity in a fantastic way.”

“I have gone on several interviews, and I am less apprehensive about applying for jobs on-line.”

Getting Started

- ✓ Apply (application available at bsa.berkeley.edu/mentorship)
- ✓ Attend the Tips & Tricks brown bag meeting
- ✓ Meet with potential mentors at Kick-off Reception
- ✓ Schedule informational interviews
- ✓ Submit your match preferences

Mentee & Mentor

Determine the best structure for them.

Past projects include:

- **structured readings**
- **work collaboration**
- **updating resume**
- **discussions**

Mentorship Agreement

Mentee and mentor create a written plan which may include:

- Goals
- Meeting frequency
- Preferred contact methods

The agreement is signed by both and submitted to the CDC committee

During the Program

- Meet at least once a month during the program cycle
- Mentee and mentor cohort meetings are scheduled and directed by participants
- Committee members are available for additional support during the program cycle

Key Dates & Contact Info

- **Mentee Information Session: March 17 and April 13**
- **Mentor Information Session: March 15 and April 12**
- **Combined Mentee & Mentor Session at CSS: March 30**
- **Mentee Applications and Mentor Nominations Due: April 20**
- **Match Preferences Due: June 15**
- **Match Notifications Sent: No Later than June 24**

For questions, e-mail: bsamentorship@berkeley.edu



Questions?