Mentorship Program
Executive Report
February 2009

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Executive Report on the BSA Mentorship Program

History
In 2004, the Berkeley Staff Assembly introduced the BSA Mentorship Program to the campus. Over a six-month period, the all-volunteer Career Development Committee solicited potential mentors, put out a call to the BSA membership for mentees, and developed a program to match mentees with mentors. In the first year, 13 matches were made and 11 pairs completed the year-long program. In the second cycle of the program, 33 matched pairs were created and the interest in the program expanded considerably. The third cycle was completed in June 2008 with 46 pairs participating in the program.

Goal of the Program
The goal of the BSA Mentorship Program is to pair experienced UC Berkeley staff from across all campus units with staff who are seeking to develop themselves professionally. The program provides a supportive structure in which participants can cultivate contacts, explore challenges, and enhance effectiveness as they design their personal growth and career paths at Berkeley. It also provides the opportunity to gather information, develop peer support, learn more about management, and better understand the UCB organizational culture.

How the Program Works
• The program’s cycle alternates between fiscal years and calendar years.
• Mentors are identified by their colleagues through a campus-wide nomination process.
• Mentees must be in the Administrative Assistant III level up to level PSS 5.
• Mentees apply to participate in the program and receive guidance throughout the process.
• BSA sponsors a two-hour networking event to launch the Mentorship Program cycle, at which mentors and mentees meet on an informal basis.
• Mentees contact potential mentors to set up informational interviews with a minimum of three potential mentors. After meeting, mentees and potential mentors separately submit their match preferences in ranked order to the BSA Career Development Committee. The Committee completes the matches.
• Once matched, the mentor and the mentee establish mutually agreeable terms for the mentorship. Mentors and mentees meet together for 12 months on a mutually agreed upon schedule.

Selected comments from program participants

I have a direction I am working on because of my mentor's encouragement and recommendation.

(My mentor) helped me succeed in both my previous and current positions and gave me such a great "view from the top." ...I now have a different perspective on how to effectively enjoy a rich career at Berkeley.

My career goals are more clearly defined...and now know what I must do to achieve them.

I have become much more focused on formal professional development.

I have a new job at a higher level, more contacts, and a broader understanding of campus.

I became a mentee at a time when my job had been cut and I was in the process of changing career paths. It was incredibly helpful to discuss my options with someone who knew a lot about the campus. ... I feel like I have made a new friend. I have also shown her a side of life at UC that she wouldn’t have been exposed to otherwise.
Throughout the cycle, both Mentee and Mentor peer groups meet regularly. These meetings are scheduled by BSA but driven by the participants.

Survey Results
In order to measure the effectiveness of the Mentorship Program, a cycle-end survey was created following Cycle 2 and distributed to all participants. This process was repeated at the end of Cycle 3. Both surveys showed a very positive response to the program from both mentees and mentors. One notable result in both cycles was the significant percentage of mentees who moved to higher positions while in the program. In addition, even though the size of the program increased from 33 to 46 participating pairs, the surveys show an increase in overall satisfaction between Cycle 2 and Cycle 3. Survey highlights are summarized in the tables below, and data from the Cycle 3 survey can be found in Appendix A at the end of this report.

<table>
<thead>
<tr>
<th>Mentees</th>
<th>Cycle 2</th>
<th>Cycle 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respondent Rate</td>
<td>30%</td>
<td>69%</td>
</tr>
<tr>
<td>Had a good match with Mentor</td>
<td>90%</td>
<td>91%</td>
</tr>
<tr>
<td>Met goals for participation</td>
<td>60%</td>
<td>93%</td>
</tr>
<tr>
<td>Attributes a career change to participation</td>
<td>66%</td>
<td>68%</td>
</tr>
<tr>
<td>Was overall satisfied with program</td>
<td>80%</td>
<td>97%</td>
</tr>
<tr>
<td>Would recommend program</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mentors</th>
<th>Cycle 2</th>
<th>Cycle 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respondent Rate</td>
<td>42%</td>
<td>65%</td>
</tr>
<tr>
<td>Had a good match with Mentee</td>
<td>75%</td>
<td>93%</td>
</tr>
<tr>
<td>Was overall satisfied with program</td>
<td>84%</td>
<td>93%</td>
</tr>
<tr>
<td>Would recommend program</td>
<td>93%</td>
<td>100%</td>
</tr>
<tr>
<td>Would serve as mentor again</td>
<td>86%</td>
<td>92%</td>
</tr>
</tbody>
</table>

The Future of the Program
Cycle 4 began in January 2009. This cycle has 53 participating pairs, a 408% increase in participation over 4 years. To help meet the corresponding increase in administrative needs, the program was recently able to add a part-time staff member. This temporary position was made possible by funding from the BILD initiative. Cycle 4 also saw an increase in committee support for both the mentor and mentee groups through the addition of new information sessions. In partnership with Employment Services, the program hosted a session on informational interviewing for incoming mentees. Former participants also shared their experiences and insights in panel interview meetings for both the mentees and mentors.

We are also considering co-sponsoring career development workshops with departments on campus. However, we are trying not to make the program too structured, since one of the key elements to the success of the program is that it is driven by the participants. A loose structure allows each pair of participants to create a mentorship that is tailored to their individual needs and goals. Other areas of possible development for the program include expanding the eligibility criteria to include staff from PSS Grades A, B, and C.

BSA looks forward to continuing to support our fellow staff members in meeting their career development goals through the Mentorship Program.
Appendix A

Results from Cycle End Survey, Cycle 3 (2007-2008)

Mentee Goals for Participation

- Career/Professional development: 88%
- Career planning: 70%
- Understand UCB organization and how to work effectively: 64%
- Expand understanding of how to get things done effectively and efficiently on the UCB campus: 55%
- Develop skills: 76%
- Develop network: 70%
- Gain "Big Picture": 55%
- OTHER: 52%

Mentee Results

- Overall satisfied with program: 97%
- Met goals during participation: 93%

A-1
A-2
Length of Mentorship

- Under 3 months: 0%
- 3-6 months: 10%
- 6-9 months: 20%
- 9-12 months: 30%
- We will continue our relationship: 50%

Hours per Week Spent in Participation

- <1 hour per week: 50%
- 1-3 hours per week: 40%
- 3-5 hours per week: 20%
- 5-7 hours per week: 10%
- >7 hours per week: 10%
Results from Cycle End Survey, Cycle 3 (2007-2008)

Years in Current Position: Mentees

- <1: 26%
- 1 to 3: 42%
- 3 to 5: 10%
- 5 to 7: 6%
- >7: 16%

Years on Campus: Mentees

- <5: 30%
- 5 to 10: 30%
- 10 to 15: 16%
- 15 to 20: 13%
- >20: 13%
Mentorship Program Impact on Job Mobility

Since beginning the program, have you moved to a different position at the University?

- No, 53%
- Yes, 47%
- Yes, 68%
- No, 32%

If yes, do you feel that your participation in the program had a direct effect on that move?

- Yes, 68%

Mentee Job Classification by PSS Grade

- At Program Start
- Current

- 1: 27% 13%
- 2: 40% 13%
- 3: 7% 13%
- 4: 20% 7%
- 5: 0% 13%