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

- March 17
- March 30*
- April 13
- April 20
- By April 29

*Combined mentor/mentee session at CSS-4th

BSA Mentorship Program | bsa.berkeley.edu/mentorship

Matching Timeline

- Week of May 16
- May 20 – June 15
- June 15
- No later than June 24

BSA Mentorship Program | bsa.berkeley.edu/mentorship
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?

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?

- Professional development
- How to get things done on campus
- A “big picture” overview of the campus
- Career Planning
- Skills
- Campus networks

Learn
Plan
Gain
Develop

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