BSA Mentorship Program
Thank you for your interest in the BSA Mentorship program.

By the end of this quick overview, you should have a good understanding of what the program offers and how to participate.
The BSA Mentorship Program

The program was established to pair experienced staff with others seeking professional development. It seeks to:

- Form new, collegial relationships
- Provide a venue for introducing emerging campus leaders to the campus upper management
- Broaden exposure for all participants
Why Participate?

Mentees come to the program from many backgrounds and positions on campus and for diverse reasons:

- Receive support and encouragement for professional development
- Learn about campus organizational cultures
- Learn new ways to be effective
- Enhance skills and experience
- Augment contact network and information channels
- Gain a ‘big picture’ overview of the university
Overall satisfaction with the program is high.

- **I am overall satisfied with the program**
  - Agree: 89%
  - Neutral: 6%
  - Disagree: 6%

- **I met my goals for participation**
  - Agree: 68%
  - Neutral: 21%
  - Disagree: 11%
The BSA Mentorship Program is an individually driven, one year program run by the Career Development Committee (CDC).

The CDC is a volunteer committee. It provides the framework for the program, matches mentees and mentors and plans and executes program events.

The committee provides tools and support as needed.
Mentees are career staff members interested in career development.

Mentors are experienced UC Berkeley career employees. They are well-respected advisors, coaches, and colleagues that guide and challenge, and who are willing to share their experiences.

One of the best features of the program is that it is participant-driven. Individuals set their own goals and work with their mentor to achieve them.
Mentorship Pairs

Each mentee/mentor pair sets the structure for their program year and agrees on:

- Goals
- Meeting frequency
- Special projects and/or readings

Mentorships are in the past have included special projects, structured reading and work collaboration. Others have been more loosely structured, meeting regularly for discussion without additional tasks.

It’s up to the mentee and mentor to determine what will be the best structure for them.
Mentees and Mentors also meet separately with their peer groups.

These meetings are scheduled by BSA but structured by the participants.

Past cohorts have used these meetings to invite guest speakers on topics such as career development and interviewing skills or just a chance to share program experience and network.
Who is eligible?

**Mentees:** career staff with classification AAIII, Professional 2, Professional 3 or Supervisor 1

**Mentors:** career staff in classifications at or above Professional 3, Supervisor 2 or Manager 1.

**Not sure if you qualify?**

Ask your supervisor or HR staff for your payroll title. (Fundraiser 2 = Professional 2)
Getting Started

- About three months before the program begins, calls for participation go out broadly to campus through campus email lists, staff organization lists and the BSA website.

- Mentees complete a brief application (available on the mentorship program page on the BSA website).

- Mentors and mentees attend a networking reception to mingle on an informal basis.

- Next step: Informational Interviews...
Informational Interviewing

- Mentees should plan to attend a Tips and Tricks meeting **presented by the CDC**, for help preparing for the interview process.
- Mentees review resumes for potential mentors and schedule short (15-30 minute) informational interviews. Most will conduct 5 interviews.
- A great networking opportunity!
Matching Process

- Both mentees and interviewed mentors submit their match preferences.

- The CDC Committee makes the matches. In most cases, participants are matched with their 1st or 2nd choices.
Mentorship Agreements

- Once the matches have been made and announced to each pair, the mentor and mentee will create a written plan for proceeding, which may include goals, meeting frequency, preferred contact methods.

- The mentorship agreement is signed by both and given to the committee (available on BSA website).
During the Program

- Mentees and mentors meet regularly during the program year at intervals of at least monthly.

- Mentee and mentor cohort meetings are scheduled and directed by participants with support from the committee.

- Committee members are available for additional support during the program cycle.
End of the Cycle

At the end of the program cycle, the committee surveys participants for feedback.

Participants are invited to attend the Chancellor’s Reception and other closing events.

About half of the mentorship pairs continue their relationship beyond the program.
Mentorship as a continuing relationship:

Length of Mentorship

- Will continue: 48%
- 9-12 months: 48%
- 3-6 months: 0%
- Less than 3 months: 4%
What to do next...

- Go to [http://bsa.berkeley.edu/mentorship](http://bsa.berkeley.edu/mentorship)
- Review cycle dates
- Complete and turn in application
- The BSA Career Development Committee will review your eligibility and send you an email confirming your participation status.
Have questions or concerns?

Email: bsamentorship@berkeley.edu
We look forward to your participation in this exciting and well-regarded program.

— The Berkeley Staff Assembly

bsa.berkeley.edu