



The Citadel Staff Mentoring Program

Program Description

The Citadel has established a mentoring program to assist new employees with acclimation to The Citadel, its culture, practices, policies and procedures providing an opportunity for early employee success and engagement. The program will also serve current employees who desire to have an on-campus mentor to assist with professional and career growth. Participation in the program is voluntary and does not include additional compensation.

Characteristics for Participation

Mentor

1. Strong ability to connect with others and build rapport
2. Clear understanding of Citadel culture and uniqueness
3. Willingness to share information, knowledge and experience
4. Ability to connect mentee with others on campus to increase engagement
5. Demonstrates patience in leading and guiding others
6. Practices active listening while analyzing information for response
7. Ability to ask tough questions to evoke personal self-reflection for mentee
8. A commitment to excellence for yourself and others
9. Be employed by The Citadel for a minimum of 18 months.

Mentee

1. New employee or current employee of any length of service
2. Desire to learn, grow and thrive in The Citadel culture
3. Ability to endure being challenged with tough questions
4. Willingness to participate in personal self-reflection
5. Desire to connect with others and increase campus engagement

Goals of Mentorship

1. To provide access to information vital to mentee success
2. To serve as a resource for mentee growth and development
3. To assist in the development and achievement of goals
4. To increase the rate at which self-sufficiency occurs in employment
5. To form a mutually beneficial relationship where both parties are learning from each other

Mentoring Process

Mentor

Complete Mentor application

Attend a one hour Citadel Mentor Training

Make a commitment to actively mentor a mentee for one year (unless there are special circumstances)

Make a commitment to dedicate two hours or less per week to mentoring

Mentee assigned based on mutual personality characteristics

Mentee

New employees complete an interest application and will automatically be assigned to a mentor

Current employees submit Mentee Interest Application to be assigned

Mentor assigned based on mutual personality characteristics

Mentor Training

Citadel Mentor Training will be held for one hour to ensure an understanding of mentor role and responsibilities. The training will be conducted by Human Resources.

Evaluation

The mentor and mentee will complete an evaluation of their participation in the program. This information will be used to obtain program statistics, measure impact and for program refinement.