



**Citadel Mentoring Program
New Employee Information Sheet**

GENERAL INFORMATION

Staff members who are new to The Citadel will be assigned a mentor to assist them in their introduction to the culture and environment. We will make every effort to provide you with the best match based on the information you provide below. Please complete this form and submit it with your new hire paperwork.

Name _____

Department _____ Citadel Phone Number _____

Citadel Email Address _____

Bilingual? Indicate Languages / Written / Spoken _____

How would you describe yourself? Circle all that apply.

Encouraging	Friendly	Outgoing	Talkative	Funny
Laid Back	Relaxed	Motivational	Life of the Party	Quiet
Reserved	Adventurous	Inquisitive	Confident	Happy
Shy	Sensitive	Spiritual	Knowledgeable	Serious

MENTORING INFORMATION

1. Have you ever been mentored? If yes, what part of being mentored made the biggest impact for you?
2. Do you have any special hobbies, interests, or skills you would like to share?
3. Do you have any specific requests for mentor placement or selection?

MENTEE EXPECTATIONS

Mentees are expected to connect with mentors to get answers questions, seek guidance and direction. Mentors will provide support, encouragement and motivation to mentees as they see necessary. Mentees should expect mentoring time to not exceed two hours per week.

Mentee success requires the following:

1. Desire to learn, grow and thrive in The Citadel culture
2. Ability to endure being challenged with tough questions
3. Willingness to participate in personal self-reflection
4. 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

SIGNATURE

By signing below, I am confirming that I have read the expectations and goals of the Citadel Mentoring Program and will abide by them. I also agree to consistently demonstrate positive image of The Citadel to my mentor and others.

Mentee Signature _____ Date _____