



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service



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MENTOR PROFILE

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Purpose:

To obtain details about the experiences and expertise of identified mentors and understand their relationship preferences.

Context:

In order to pair mentors with the right mentees, it is critical to understand mentors' experiences, knowledge, skills, and preferences. This questionnaire helps the Program Manager to collect the pertinent information to make this match.

Instructions for Mentoring Program Manager (MPM):

This questionnaire may be used in its entirety, or you may select specific questions you find most relevant for your mentoring program.

- Step 1:** Customize this questionnaire by following the instructions in **[bracketed, red font]**.
- Step 2:** Remove this section before distributing to mentees who are interested in being mentored.
- Step 3:** Distribute this form to identified Mentors.
- Step 4:** Once the Mentors return the questionnaires, analyze their preferences.
- Step 5:** Match Mentors and Mentees based on the criteria that is most important to your organization.

1.0 MENTOR PROFILE

Thank you for your interest in being a mentor for the **[Insert DOD Component/Agency Name]** Mentoring Program. Please take a few moments to fill out the Mentor Profile Request. Your responses will be used to match you to an appropriate mentee with relevant interests and experiences, if possible.

Once you have filled out this form, please return it to the **[Mentoring Program Manager (MPM) contact information]**

1. NAME (First, Middle, Last):

2. RANK/GRADE:

3. POSITION TITLE (Job):

4. YEARS IN SERVICE:

5. UNIT/COMPETENCY:

6. SPECIALTY AREA:

7. WORK PHONE NUMBER:

8. E-MAIL:

9. OCCUPATION/POSITION TITLE:

10. EDUCATION:

12. COMMUNITY ACTIVITIES:

13. PROFESSIONAL COURSES ATTENDED:

14. GREATEST STRENGTHS:

15. MENTEE PREFERENCES (EDUCATION, YEARS OF EXPERIENCE, SPECIALTY AREA, GEOGRAPHIC LOCATION, ETC.)

16. MENTORING EXPECTATIONS (WHY DO YOU WANT TO PARTICIPATE IN THIS PROGRAM?)

17. ADDITIONAL INFORMATION