



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service



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MENTORING PROGRAM - MENTOR PROFILE REQUEST
DOD Mentoring Resource Portal

MENTOR PROFILE REQUEST

Purpose:

To distribute a profile request to potential mentors.

Audience:

Mentors

Context:

Use these e-mail templates to gather information regarding potential Mentors expertise/development areas, experiences, relationship preferences, and personal objectives for entering the organization's mentoring program. This information will enable you to identify strong mentor-mentee pairings.

Instructions for Mentoring Program Manager (MPM):

- **Step 1:** Customize the e-mails by editing the **[bracketed, red font]**, making any adjustments to fit your organization's culture, and adding additional information specific to your organization (e.g., reasons for implementing this program).
- **Step 2:** Cut and paste the edited text into an e-mail.
- **Step 3:** Attach the appropriate Excel file (Mentor Profile Request) to the e-mail.
- **Step 4:** Send the e-mail to prospective mentors

1.0 MENTORING PROGRAM PROFILE REQUEST DISTRIBUTION TEMPLATE—MENTOR

Subject: Mentoring Program Selection

Body of the E-Mail:

[Potential Mentor's Name],

[DOD Component/Agency Name] is about to begin this year's Mentoring Program. The purpose of this program is to connect our top talent with senior leaders (like you) for career guidance and support in their development objectives.

At this stage, we are looking for senior leaders who are willing to mentor our top talent. We feel that you are a very strong candidate for this. Should you participate, not only will you be helping our organization build internal talent, but you will also have the opportunity to improve your leadership skills, increase your visibility across the organization, and expand your professional network.

To participate, please follow the instructions below:

1. Save the attached file to your desktop.
2. Open the newly saved file, complete the Mentor Profile, and re-save the file.
3. Return your completed Mentor Profile (as an e-mail attachment) to [insert e-mail address of person collecting the completed profiles] by [insert date by which you would like to receive all completed profiles].

Please note that completing the Mentor Profile is not a guarantee of program participation. After we have reviewed all mentor and mentee candidates, we will make pairings based on matches that will benefit both parties the most—this may result in not everyone receiving a match.

If we are able to find a strong mentee match for you, we will alert you of this match by [insert date by which you will send out mentor-mentee matches].

For More Information:

If you have any questions, please contact [name, e-mail address, and phone number of appropriate person].

Kind Regards,

[Your Name]