
AIM-IRS
NATIONAL CAREER ASSISTANCE MENTORING PROGRAM
PROTÉGÉ APPLICATION

NAME:

DATE:

BUSINESS UNIT (i.e. W&I, SB/SE, etc.)

BRANCH, SECTION:

POSITION TITLE & GRADE:

TELEPHONE NUMBER:

E-MAIL ADDRESS:

AIM-IRS
NATIONAL CAREER ASSISTANCE MENTORING PROGRAM
PROFESSIONAL DEVELOPMENT STATEMENT

1. In the space below, please introduce yourself and write a narrative about something that you think is most important, or the most interesting thing, for us to know about you.

2. What are your professional goals for the next 3 to 5 years? If your goals are to advance in a career field or business unit different than the one you are currently in, please elaborate and be specific.

3. Describe any actions you are currently taking to advance your current career?

4. Describe at least 3 areas in which you believe you need to improve, or skills which you would like to develop.

5. What are your expectations of this Mentoring Program, and what do you hope to get out of it?

6. What do you think a Mentor should do for a Candidate in the program?

Thank you for your candid responses!

**AIM-IRS
National Career Assistance Mentoring Program**

Description of the Program

The 9 month program outlines the skill-building for each month's Objectives, as follows:

Month 1 Objectives Self-Assessment:

Skills assessment and competencies: Mentor and Protégé to discuss, what jobs have you been really good at, and why? What skills are required for upward mobility in that field?
How can your current skill competencies be applied to the new career field of your desire?

Month 2 Objective Self Awareness:

Develop a personal *mission* statement of your (the Protégé's) career goals

Identify 3 critical *personal development* goals that you want to work on
Goal setting (Dialogue about short and long range career objectives, and gap analysis between personal self-assessment and job skills assessment from month #1.)

Month 3 Objective: Self-Development—

Develop a career learning plan

Month 4 Objective: Time Management Skills – Setting Priorities/Meeting Deadlines

Month 5 Objective: Presentation Skills

Discussion of how to do an effective presentation, and provide Protégé with an opportunity to make presentation.

Month 6 Objective: Shadowing Assignment:

Mentor will arrange a Shadowing opportunity in the Protégé's desired career field.

Month 7 Objective Networking Skills

Enhance networking skills to improve current performance and career advancement

Month 8 Objective: Job Application Writing Skills

Writing in preparation for a target position using USA JOBS Application process

Month 9 Objective: Interview Skills

Interview preparation and a mock with an interview panel for a target position; feedback from the panel on the interview.

AIM-IRS
NATIONAL CAREER ASSISTANCE MENTORING PROGRAM
MENTOR/COACH APPLICATION

This application is requested by the local AIM-IRS Chapter for all Mentors who unselfishly volunteer their services to the AIM-IRs National Career Assistance Mentoring Program (CAMP) by embarking on a nine-month mentoring process wherein a Protégé would be paired with an IRS Mentor in the business unit, or the career field, in which the Protégé has an interest.

The Protégé, Mentor and Coach will be asked to make a commitment to the program and to each other. You will be asked to participate in a different interactive activity each month, and Mentors must meet face-to-face with your Protégé at least monthly for one hour, unless other arrangements must be made. Other communication will likely be necessary during the month in order for this process to be an effective mentoring tool for the Protégé, and to meaningfully achieve one of the IRS leadership competencies (Developing Others) for the Mentor.

Please complete this application and forward it to the CAMP Coordinator.

**AIM-IRS
NATIONAL CAREER ASSISTANCE MENTORING PROGRAM
MENTOR/COACH APPLICATION**

NAME _____

DATE:

BUSINESS DIVISION:

BRANCH/SECTION:

POSITION TITLE & GRADE:

TELEPHONE NUMBER:

E-MAIL ADDRESS:

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1. What experience do you have as a mentor, coach, leader or manager within or outside the IRS? Please describe that experience and the types of formal or informal programs or mentoring or coaching training you have had.
 2. What positions have you held within the past seven years?
 3. What steps are you willing to take to ensure that the mentoring relationship is successful?

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National Career Assistance Mentoring Program**

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Preparation for the interview and a mock interview with a panel and feedback.

Interview preparation and a mock with an interview panel for a target position; with feedback from the panel on the interview.

AIM-IRS
NATIONAL CAREER ASSISTANCE MENTORING PROGRAM
AGREEMENT
BETWEEN PROTÉGÉ AND MENTOR

We both voluntarily enter into a mentoring relationship that we expect will benefit both parties. We want this to be a rewarding experience with most of our time together being spent on professional development activities. We mutually agree on the following conditions:

- 1. The mentoring relationship will last for the duration of the nine 9 month program.*
- 2. We agree to schedule a face-to-face meeting at least once a month, unless other arrangements must be made. While unforeseen circumstances may alter a particularly scheduled date, meetings with each other will become part of my monthly calendar.*
- 3. Each face-to-face meeting will last a minimum of 1-hour. It is agreed that the Protégé will come to the Mentor at a location designated by the Mentor for the monthly meetings, unless other arrangements are made.*
- 4. We agree that the mentoring relationship will only be as successful as the commitment that we make to it. Therefore, we agree to come to each meeting fully prepared to engage in meaningful dialogue with each other, and fully prepared to work on the skills- based competency for that month as outlined in the CAMP Handbook.*
- 5. We agree that in between meetings, we can contact each other by e-mail or telephone for guidance, if necessary.*
- 6. The Mentor agrees to be honest and provide constructive feedback designed to help and support the Protégé. The Protégé agrees to be open to feedback and will consider the Mentor's suggestions into his or her professional routines.*
- 7. We agree to a no-fault conclusion to this relationship. Specifically, the relationship can end if the parties come to mutual agreement that it is no longer productive without fault being attributed to anyone, this may result in the withdrawal from CAMP.*
- 8. Lastly, we affirm that we have solicited the support of our managers to participate in this self-development program.*

Protégé's Signature

Date

Mentor's Signature

Date