



Mentor Responsibilities

Mentor Criteria

- Submit an application
- Be free of any disciplinary action for the last 12 months
- Demonstrate effective communication skills (oral and written)
- Willingness to commit to at least one year in the program
- Be well respected amongst peers and supervisors
- Have two or more years' experience with the IDOC

Mentor Responsibilities

- Schedule the first meeting (must be in-person)
- Meet with mentees at least 1 hour a month, which can be done telephonically
- Commit to orientation training (held regionally whenever possible) and any training updates
- Assist mentee in identifying goals and career planning
- Offer constructive feedback to the mentee
- Responsible for submitting monthly report

Shared Responsibilities

- Sign the mentor/mentee agreement
- Set up at least two (2) in-person meetings
- Commit to one year
- Have consistent communication
- Hold each other accountable
- Complete all required reports
- Maintain open communication with their RRC

Meeting Requirements

- The required meeting may occur outside of work hours, if both parties agree, however compensation will not be approved.
- If meeting outside of work hours, the RRC's must be notified of the meeting location.
- The pair will be permitted to meet during work hours for a minimum of one hour and a maximum of two hours a month. No time limit will be placed on meetings made outside of work hours.
- If meeting during work hours, the participant's supervisors must approve the time away from their post.