

Mentorship Program Summary

FAQ



Summary

The City of Ukiah prioritizes the retention and attraction of outstanding employees and recognizes their role in our goal of providing exceptional customer service. As a part of the City's ongoing effort to develop outstanding employees and to promote initiative and leadership, excellence in service, sustained excellence in productivity, and increased efficiency, the City of Ukiah Mentorship Program has been created.

The City of Ukiah Employee Mentorship Program, through a survey/assessment and approval process, provides cross-training and development opportunities to employees.

How do I participate?

Application to the mentorship program is available to all City employees, and applicants will be considered on an ongoing process. Those City employees who have demonstrated outstanding initiative in leadership, skill development, and a strong desire to evolve and adapt will be selected to participate in the program.

If you would like to participate in the program, complete a mentorship program survey assessment form and submit it to your Department Director for review, approval, and matching.

How is my mentor/mentee chosen?

Mentors and Mentees will be matched through an informal skill and assessment survey. Participants will be paired with mentors choosing mentees based upon a matching system developed through the assessment. Department Directors will assist with matching to meet the department/organization's needs, mentor/mentee skill levels, and development needs.

Can my mentor/mentee relationship be canceled?

Schedule, budget, and department and/or agency requirements may cause interruptions, delays, inaccessibility to, or termination of, the mentor/mentee relationship at any time without notice

Mentors/Mentees may request to cancel their participation at any time by submitting a request to their Department Director.

What is my commitment?

Participants of the program agree to respect their mentor/mentee's time and meet on time and regularly as planned.

Program participants will be provided a post-program survey following program completion.

Program participants agree to participate fully and provide ongoing constructive feedback as needed to their mentor/mentee and the Department Director.