

Military Mentoring Program Questionnaire - Mentor

Thank you for your willingness to participate in the military mentorship program. We expect this experience to provide benefits to both mentors and mentees. Please complete and return this questionnaire to [militaryliaisondirector@pmi-metrolina.com](mailto:militaryliaisondirector@pmi-metrolina.com).

Name \_\_\_\_\_

Today's Date: \_\_\_\_\_

CONTACT INFORMATION:

Contact Phone Number: \_\_\_\_\_

I am easiest to reach (days, times, phone numbers...): \_\_\_\_\_

Email Address: \_\_\_\_\_

I check my email weekly/daily/hourly: \_\_\_\_\_

How do you preferred to be contacted (email, phone, etc.)? \_\_\_\_\_

How would you prefer to meet with your assigned mentee? \_\_\_\_\_

Physical Address: \_\_\_\_\_

WORK/FIELD EXPERIENCE:

Current Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Number of years in Project Management field: \_\_\_\_\_

PMI Certifications (list any held): \_\_\_\_\_

PMI or Military Affiliations: \_\_\_\_\_

\_\_\_\_\_

PMI Membership Number (if any): \_\_\_\_\_

Project Management Field (IT, banking, healthcare, construction, etc.): \_\_\_\_\_

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Branch of service: \_\_\_\_\_

Time in service: \_\_\_\_\_

Currently guard/reserve (Y/N): \_

What was your job title in the military: \_\_\_\_\_

Officer/Enlisted: \_\_\_\_\_

Highest Rank Attained: \_\_\_\_\_

ADDITIONAL INFORMATION:

1. Why do you want to participate in the mentoring program?

2. What is your primary goal for participating in a mentoring relationship?

3. What are the top three things you feel are essential to a successful mentoring relationship?

4. In what skills, experience or knowledge areas do you feel you would be most helpful to a mentee?

PMI Certification (Exam prep questions, content questions, etc.)

List Specific Industry Areas of Expertise (construction, IT, healthcare, motion picture, etc.)

Project Guidance (work project questions)

General Advice (job searching, how to market skills, etc.)

Other: \_\_\_\_\_

5. Participating in the program requires a time commitment from both the mentor and the mentee. What kind of time commitments do you feel you can make? (Please **bold** all those that apply)

Monthly in-person meetings, Monthly phone conversations, Weekly phone conversations, Several email messages a month, Several email messages a week, Monthly on-line chats, Weekly on-line chats

6. Do you prefer someone from your branch of service: \_\_\_\_\_

7. Do you prefer someone who was enlisted or officer: \_\_\_\_\_

8. Please provide any additional comments you feel will be helpful:

**\*\*PLEASE PROVIDE A COPY OF YOUR RESUME OR CV IN ORDER TO PROVIDE THE BEST MATCH TO A MENTEE.**

#### MILITARY MENTORING PROGRAM DISCLAIMER AND RELEASE OF CLAIMS

I acknowledge by completing and returning this form that I am participating in the PMI-Metrolina Military Mentoring Program on my own accord and that such participation is strictly voluntary and will abide by the guidelines listed below in the Purpose and Scope section. As a participant in this PMI sponsored program I also agree to abide by the PMI Code of Ethics. I realize that all information provided to me about the Mentees is not provided by PMI-Metrolina based on their personal knowledge and experience. I understand that PMI-Metrolina does not independently test, evaluate, or verify the accuracy or completeness of any information provided by the Mentees, and that I should not use any material, methods, information, techniques, opinions or procedures expressed, presented or demonstrated without evaluating my needs.

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#### PURPOSE AND SCOPE

The PMI-Metrolina Military Mentorship Program is here to help provide assistance to active duty military, Guard or Reserves and veterans who may or may not be members of the PMI-Metrolina Chapter of the Project Management Institute. Having a credential through PMI is not requirement for participation.

**Mentor Definition:** An experienced professional in a project management related field or specific knowledge area that can provide guidance and leadership.

**Mentee Definition:** A active duty military, Guard or Reserves and veteran that requests assistance in a specific field or knowledge area related to project management.

The mentor will:

- Provide guidance and direction for studying for a PMI exam
- Provide an expert opinion on project work if assistance is needed
- Provide information concerning PMI-Metrolina and the ways you can become involved
- Offer advice concerning marketable skills in a specific industry

The mentor will NOT:

- ☒ Use this opportunity to sell services or products
- ☒ Pressure mentees for job positions, letters of recommendation, or a volunteer role with PMI Metrolina
- ☒ Verbal, physical, or emotional abuse is not tolerated from either party and if reported to the Military Liaison Director then it will be referred to law enforcement as deemed reasonable ☒ Use the power dynamic to ask for favors that are inappropriate and/or outside of a professional capacity

Professional behavior is expected by all participants during each meeting no matter the medium used for communication. Any inappropriate behavior should be reported to the Military Liaison Director by sending an e-mail to [Militaryliaisondirector@pmi-metrolina.com](mailto:Militaryliaisondirector@pmi-metrolina.com). The mentor or mentee is expected to terminate communication if they feel that the situation has turned unprofessional and report it to the Military Liaison Director immediately. The Military Liaison Director will investigate each claim reported and may need to involve law enforcement depending on the circumstances. Unprofessional behavior will not be tolerated.

## CONSEQUENCES

☒ PMI-Metrolina Members with a credential – If found to have promoted, participated in, or instigated unprofessional behavior then the member will be banned from PMI-Metrolina meetings for six months or more depending on the severity of the offense. Egregious behavior will result in the termination of membership with PMI-Metrolina and the inability to participate in or attend future meetings. The behavior will also be reported to our national counterpart, the Project Management Institute so that they may initiate any sanctions they deem necessary.

☒ Active duty military, Guard or Reserves and veterans without a credential – If found to have promoted, participated in, or instigated unprofessional behavior will be banned from PMI-Metrolina meetings for six months or more depending on the severity of the offense. Egregious behavior will result in the termination of any membership with PMI-Metrolina and the inability to participate in or attend future meetings.