

**Mentoring……The higher you climb, the better the view!**



**AIM-IRS NATIONAL**

**Career Assistance Mentoring Program (CAMP)**

PROTÉGÉ APPLICATION

Revised 2024

**AIM-IRS NATIONAL**

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PROTÉGÉ APPLICATION

**INSTRUCTIONS FOR COMPLETING APPLICATION**

**Professional Development Narrative:** On the next page, there are general application questions and **six (6) questions** requiring a narrative response for each question. Create a **NEW** Word Document with your narrative (Save as **“Protege Narrative ~ Your first and last names**”) and attach it to e-mail, with this document. **Your total narrative is limited to two pages, in 12-point font, Times New Roman.**

**WRITING TIPS**

As you prepare your application, consider the following tips:

* Use your own words.
* Insert an inventory of your skills and accomplishments.
	+ Select only your skills that are directly relevant to this opportunity.
* Be concise. Use the least number of words to state your qualifications.
* Demonstrate job progression; show career growth and development.
* Use strong action verbs. Describe your qualifications in concrete terms such as:
	+ Organized, improved, communicated, developed, etc.
	+ Avoid using passive phrases like “responsible for” or “assisted with.”
* Write in the first person, active voice (past, present, or future tenses).
* Avoid exaggeration. Be humbled, truthful, and confident.
* Prepare a draft of your narrative and give it to a trusted colleague for honest feedback.
* Create an attractive document.
* Edit and revise your document for any misspelled words, grammar errors, and clarity.

**SUBMISSION PROCESS**

Complete the application in MS Word and e-mail it to the National CAMP Committee Chair, Dr. Rashaanne N. Lewis (**AIMNatlCAMP@gmail.com**), by **11 am on Friday, January 31, 2025**. Any applications received after the time and date will be placed on hold pending the identification of additional mentors **or** denied.

**Orientation/Kickoff ~ Thursday, February 6, 2025 (7 pm CT)**

* **Zoom Meeting ID: 872 3635 5448**

**Please notify your manager of your participation in this National CAMP.**

You and your Mentor are required to sign the AIM-IRS National Career Assistance Mentoring Program Agreement.

**AIM-IRS NATIONAL**

**Career Assistance Mentoring Program (CAMP)**

PROTÉGÉ APPLICATION

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Operations/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position ~ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street or PO BOX City State Zip Code

**AIM-IRS NATIONAL**

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 PROFESSIONAL DEVELOPMENT STATEMENT

1. **Please introduce yourself: Write an important narrative about yourself. What is the most interesting thing you want us to know about you?**
2. **What are your professional goals for the next three (3) to five (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. **What actions are you taking to advance your current career?**
4. **Describe at least three (3) areas and skills you need to improve and develop.**
5. **What are your expectations of this Mentoring Program?**
	* **What do you hope to get out of it?**
6. **What should a mentor do for a candidate in any mentoring program?**

**Thank you for your candid responses!**

# AIM-IRS National

# Career Assistance Mentoring Program (CAMP)

**Description of the Program**

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

Month **1** Objectives: Self-Assessment/Awareness:

Assess skills and competencies: Mentor and Protégé discussion

Develop a personal mission statement of your career goals

Month **2** Objective: Self-Development

Develop a Career Learning Plan (CLP)

Month **3** Objective: Fundamentals of Writing

Provide Plain Language Writing skills

Month **4** Objective: Time Management Skills

Set Priorities/Meet Deadlines

Month **5** Objective: Presentation Skills

Provide the protégé with an opportunity to create a presentation

Month **6** Objective: Shadowing Assignment

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

Write and prepare for a target position using the USA JOBS application process

Month **9** Objective: Interviewing Skills

Prepare for the interview and a mock interview with a panel and feedback

1 ~ February 6 ~ July **January ~ Virtual Graduation**

2 ~ March 7 ~ August

3 ~ April 8 ~ September

4 ~ May 9 ~ October

5 ~ June

# AIM-IRS National

# Career Assistance Mentoring Program (CAMP)

**Agreement Between Protégé and Mentor**

We both volunteer to enter a mentoring relationship we expect will benefit both parties. We want this to be a rewarding experience spent on professional development activities.

We mutually agree on the following conditions:

The mentoring relationship will last for the duration of the **nine-month** program (beyond, if desired).

We agree to schedule a virtual meeting at least once a month unless other arrangements are made. While unforeseen circumstances may alter a particularly scheduled date, meetings with each other will become part of my monthly calendar.

Each virtual meeting will last a minimum of one hour. It is agreed that the mentor will provide the protégé with the meeting link for the monthly meetings.

We agree the mentoring relationship will only be as successful as the commitment 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.

We agree that in between meetings, we can contact each other by email or telephone for guidance, if necessary.

**Mentor:** I agree to be honest and provide constructive feedback designed to help and support the protégé.

**Protégé:** I agree to be open to feedback and will consider my mentor’s suggestions.

We agree to a no-fault conclusion to this relationship. Specifically, the relationship can end if the parties come to a mutual agreement that it is no longer productive without fault being attributed to anyone, this may result in the withdrawal from CAMP.

Lastly, we affirm that we have solicited the support of our managers to participate in this self-development program.

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*Protégé’s Signature Date*

❖

*Mentor’s Signature Date*