

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



**AIM-IRS NATIONAL**

**Career Assistance Mentoring Program (CAMP)**

**Mentor/Coach Application**

Revised 2024

**AIM-IRS NATIONAL**

**Career Assistance Mentoring Program (CAMP)** MENTOR/COACH APPLICATION

We ask for the Protégé, Mentor, and Coach to commit to the program and each other. Each month presents a unique opportunity for growth and collaboration through interactive activities, whether conducted virtually or in person, where participants are encouraged to meet for at least one hour. Regular communication is essential to enhance the mentoring experience. For this process to be an effective mentoring tool for the Protégé, other communication will be necessary during the month.

**INSTRUCTIONS FOR COMPLETING APPLICATION**

**Professional Development Narrative:** On the next page, there are **three (3) questions** requiring a narrative response for each question. Create a **NEW** Word Document with your narrative (Save as “Mentor 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.**

**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 proteges **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 protege are required to sign the AIM-IRS National Career Assistance Mentoring Program (CAMP) Agreement (located on the last page of this document).

**AIM-IRS NATIONAL**

Career Assistance Mentoring Program (CAMP)

MENTOR/COACH APPLICATION

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

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

# 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: Interview 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.

❖

*Protégé’s Signature Date*

❖

*Mentor’s Signature Date*