

AIM-IRS NATIONAL CAREER ASSISTANCE MENTORING PROGRAM FACT SHEET

The Association for the Improvement of Minorities (AIM-IRS) National Career Assistance Mentoring Program (CAMP) (www.aimnational.org), offers an opportunity for highly motivated individuals to pursue professional development of career building skills through a structured nine month one-on-one mentor program.

AIM-IRS works to eliminate all vestiges of discrimination on race or ancestry in the IRS, to educate all employees regarding employment opportunities for advancement, and to assist all minority employees in obtaining their goals through seminars, workshops, classes, etc.

CAMP OBJECTIVES

Month 1: Self-Assessment: Taking a look inward at your strengths, weaknesses, and what has kept you from advancing then setting goals to overcome the past obstacles.

Month 2: Self-Awareness: Focusing on your goals for the program, working on a personal mission statement, and setting three personal development goals.

Month 3: Self-Development: Building current competencies by working on your career development plan, reviewing resources to continue to assist you in your development, and reading a book together that focuses on self-development.

Month 4: Time Management Skills: Enhance your time management skills and determine how to spend your time through setting priorities, planning and scheduling. These skills are critical to executing your career development plan as well as accomplishing your goals.

Month 5: Presentation Skills: Prepare yourself to orally present information to a small group and exposure to Toastmasters or other forums in which to practice presentation skills.

Month 6: Shadowing Assignment: Gain knowledge about your target position by observing and discussing the responsibilities of the job with the person you are shadowing.

Month 7: Networking Skills: Enhance job performance as well as career advancement through networking with people that impact your work product and securing your target position.

Month 8: Job Application Writing Skills: Enhance job application writing skills with an emphasis on narrative responses to KSA's and leadership competencies for your target position.

Month 9: Interviewing Skills: Enhance your interviewing skills through preparation and participating in a mock interview.