

OPM SES Situational Mentoring Program

FREQUENTLY ASKED QUESTIONS

GENERAL INFORMATION

Q1. How did the SES Situational Mentoring program come about?

OPM created the SES Situational Mentoring program in response to the President's Second term Agenda People and Culture initiative, recommendations from the White House Presidential Leadership Workshop teams and agency requests to provide a government wide solution to further effective SES Onboarding.

Q2. How do I participate in this program?

Contact your agency program coordinator. If your agency is not represented, please contact OPM. (See question 3.)

Q3. Who can I contact if I have any questions?

For questions regarding the program contact your agency Program Coordinator or the OPM Program Coordinators Cheryl Ndunguru (Cheryl.ndunguru@opm.gov) or Yadira Guerrero (Yadira.guerrero@opm.gov)

INFORMATION ABOUT THE PROCESS

Q4. As a mentor, how long must I commit to participate in the program?

As a mentor you may participate as long as you desire to participate. We only ask that you commit to at least 6 months; however you are free to withdraw your participation before that time. To withdraw from the program, contact your agency program coordinator.

Q5. As a mentee, how do I find a mentor?

Contact your agency program coordinator. If your agency is not represented, please contact OPM. (See question 3)

Q6. As a mentor, what should I do if I cannot accommodate a mentee?

We expect there will be times when you cannot accommodate a mentee's request. Mentees are SES members as well and understand that mentors may not be available when requested. When that occurs, simply send an email explaining the situation. You may also recommend one of your peers to act as a mentor. Contact your agency program coordinator for guidance on recommending a peer.

Q7. As a mentee, what should I do if I cannot find a match for my situation?

If you cannot find a match for your situation continue to periodically check the database since we are constantly accepting new mentors. You may also request to speak with a "Stand-by" mentor. If you cannot find a match for your situation, contact your agency program coordinator learn about your options.

Q8. What if more than one mentor accepts my request to discuss my situation?

If more than one mentor accepts your request, respond to the mentor you choose to chat with and graciously decline the other/s. You may also wish to speak with all mentors who accept your request. Speaking to all mentors could help you gain different perspectives for your issue.

Q9. Should I only discuss a situation with someone from outside my agency?

It's up to the mentee to decide his/her comfort level with discussing a situation with an executive in his/her own agency. Whether inside or outside the agency, conversations between mentees and mentors must be kept confidential.

Q10. Will mentee-mentor conversations remain confidential?

To participate in this, program mentee-mentor conversations must be kept confidential. Mentors are asked to indicate their commitment to keep conversations confidential via the application process.

ADMINISTRATIVE ITEMS

Q11. Who should mentors/mentees contact if they have problems accessing the database?

Contact your agency program coordinator if you experience problems accessing the database.

Q12. Do mentors and mentees need to inform leadership of their participation as a mentor or a mentee?

No, they do not need to inform leadership that they are participating as a mentor or a mentee.

Q13. How do I recommend this program to my peers?

If your peers and colleagues are interested in participating in this program, refer them to your agency program coordinator for further instruction.

Q14. Who is responsible for evaluating the success of the program?

Everyone (Program managers, program coordinators, mentors, and mentee) has a role in evaluating the program to ensure the program adds value and meets its goals. Process evaluations will be on-going on a monthly basis and an end of the program evaluation will be conducted.