ROLES AND RESPONSIBILITIES

- **OFFICE OF PERSONNEL MANAGEMENT**
  - Manage the SES Situational Mentoring Program to help build leadership capacity throughout the federal government
  - Maintain a program that adds value to agency Executive Onboarding programs and supports the President’s Management Agenda (PMA)
  - Market the program government-wide
  - Evaluate the program
  - Develop MAX community page and mentor database
  - Respond to Mentor/Mentee/Program Coordinator program questions and concerns
- **PROGRAM WORKING GROUP**
  - Design a cost-efficient, replicable program that will increase interagency collaboration, contribute to knowledge sharing, expand skills, and equip executives with multi-agency perspectives.
  - Assist in evaluating the program and recommending changes for improvement
  - Proactively and consistently Market program within his/her agency
- **PROGRAM COORDINATOR RESPONSIBILITIES**
  - Proactively and consistently marketing the program within your agency
  - Recruiting mentors and mentees
  - Verifying mentor and mentee SES status before adding them to the database
  - Populating and updating the mentoring database with mentor bios
  - Granting mentees access to the database
  - Ensuring database remains current (e.g. bios, mentee access)
  - Responding to Mentor/Mentee program questions and concerns
  - Troubleshooting and facilitating mentoring relationships
  - Assisting in evaluating the program, and
  - Participating in meetings with OPM
- **AGENCY SENIOR EXECUTIVE CHAMPION**
  - Communicate the purpose and need for the program to the organization’s stakeholders
  - Obtain and maintain the support of the organization’s stakeholders
  - Facilitate the communication of the benefits of the program to all members of the organization
  - Facilitate or provide approvals for the program’s policies, rules, plan of action, and materials
- **MENTOR**
  - Maintain a genuine commitment to the mentoring process
  - Maintain confidentiality
  - Maintain a commitment to the importance of the mentoring and a willingness to treat it as a priority
  - Reply to mentee request within 2 business day
  - Willingness to participate in all evaluations of the program
- **MENTEE**
  - Maintain a genuine commitment to the mentoring process
  - Maintain confidentiality
  - Maintain a commitment to the importance of the mentoring and a willingness to treat it as a priority
  - Willingness to participate in all evaluations of the program