



Community of Mentors Providing Access to Skills for Success

Dear Supervisor:

The UM Staff Council's COMPASS committee is pleased to say that one of your employees has applied for and been accepted into our staff mentoring program as a mentor or mentee.

COMPASS: Moving in the Right Direction is a voluntary mentoring program for members of the Ole Miss community who wish to grow professionally and personally through mentor/mentee relationships. Each mentor/mentee is asked to commit to a one-semester term in the program; to make reasonable efforts to meet in person for approximately one hour at least monthly during the semester; and to communicate by phone or email at least every other week during the semester. Meetings will be held on campus. Additionally, mentors are required to attend a mentoring workshop provided on campus by the Human Resources Department. The meetings may or may not require time away from work. The workshop for mentors will be scheduled sometime during the normal 8:00 a.m. to 5:00 p.m. workday.

Your employee's participation in this program is an excellent opportunity for personal and professional growth. We hope that you will encourage and support your employee's involvement in this program by completing Attachment I to this letter and returning it to Stephanie Mitchell, COMPASS, 371 Martindale.

If you have any questions about COMPASS, please contact us by email to compass@olemiss.edu or by calling Stephanie Mitchell, UM Staff Council representative and COMPASS committee member, at x7103.

Sincerely,

COMPASS Committee



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ATTACHMENT I

SUPERVISOR APPROVAL

My employee, _____, has my support to participate in the COMPASS program as either a mentor or mentee.

Mentor Participation Requirements:

- participation is voluntary;
- the length of involvement in this program is one semester;
- meetings between the mentor and mentee will occur at least monthly;
- the mentor and mentee will communicate by phone or email at least every other week during the semester;
- mentors are required to attend an on-campus mentoring workshop to be provided by the Human Resources Department;
- participation in the program may or may not require time away from work, i.e., meetings may be held during lunch time or immediately before or after work;
- participation in the program is not meant to influence, replace or interfere with departmental or university employment practices.

Mentee Participation Requirements:

- participation is voluntary;
- participant must be a full-time or permanent part-time staff member of the University of Mississippi;
- length of involvement in this program is one semester;
- will meet with mentor at least monthly;
- will communicate with mentor by phone or email at least every other week;
- participation in the program may or may not require time away from work, i.e., meetings may be held during lunch time or immediately before or after work;
- participation in the program is not meant to influence, replace or interfere with departmental or university employment practices.

Supervisor Signature

Date