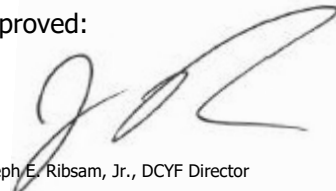
 <p>NH Department of Health & Human Services Division for Children, Youth & Families</p>	DCYF Standard Operating Procedure 2940.2 MENTEE EXPECTATIONS	
	Policy Directive: 23-12	Approved:
	Effective Date: February 2023	 Joseph E. Ribsam, Jr., DCYF Director
	Implements Policy: 2940	

This SOP defines the expectations of all new DCYF hires (mentees).

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. All Division mentees will be assigned a mentor.
 - A. New CPSWs, JPPOs, and YCs will be assigned a Certified Mentor from their discipline.

- II. All mentees are expected to:
 - A. Take initiative;
 - B. Ask questions and share concerns;
 - C. Take advantage of available shadowing opportunities;
 - D. Share achievements and challenges, as both provide valuable learning opportunities;
 - E. Be clear about their needs and advocate for themselves;
 - F. Attend regular meetings with their mentor and Supervisor;
 - G. Value the time invested into the mentoring partnership;
 - H. Be open to discussions and constructive criticism;
 - I. Identify practiced skills and apply them appropriately; and
 - J. Ensure timely follow-up with their Supervisor, if issues present in their mentoring process.

- III. All mentees should attend a "New Colleagues on the Block" meeting, available monthly.

- IV. All mentees will prioritize the completion of Professional Growth and Self-Care for the Mentee, offered by the Division’s training contractor.
- V. All mentees will complete the weekly Mentee Self-Assessment, for the first 90-days of their employment with the Agency.
- VI. CPSWs, JPPOs, and YCs will:
 - A. Complete the weekly Mentee Survey for anonymous program feedback while enrolled in Core Academy;
 - B. Work with their Certified Mentor to complete all required activities and trainings, within the first year of hire, and document progress on the applicable Training Activity and Mentoring Log;
 - 1. The mentee and Certified Mentor will initial the Training Activity and Mentoring Log upon completion of each requirement;
 - 2. The mentee will be prepared to review their progress during regular supervision;
 - C. Meet with the Certified Mentor and Instructor Coach mid-Core Academy to discuss their current Core Academy standing and any need for additional support; and
 - D. Access additional training needs or potential areas in need of support identified by their Supervisor through the review of the Training Activity and Mentoring Log, at the time of the 6-month and 1-year evaluations.

Applicable Forms	
Form	Title
2940	Training Activity and Mentoring Log - Child Protective Service Worker
2941	Training Activity and Mentoring Log - Juvenile Probation and Parole Officer
2942	Training Activity and Mentoring Log - Youth Counselor

Glossary and Document Specific Definitions

[A - B](#) [C - D](#) [E - F](#) [G - I](#) [J - L](#) [M - N](#) [O - Q](#) [R - S](#) [T - V](#) [W - Z](#)

Document Change Log			
PD	Modification Made	Approved	Date