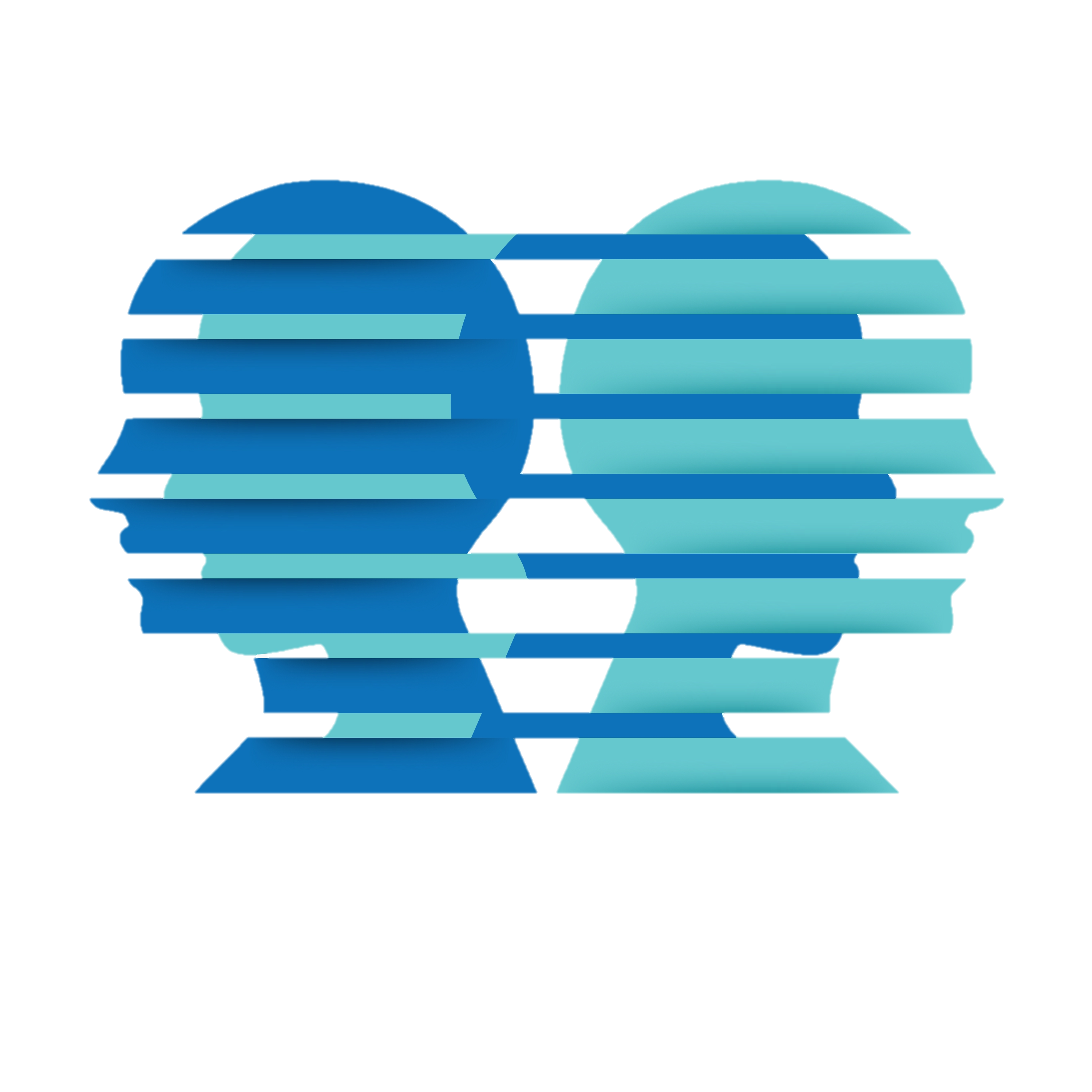
**UNIVERSITY MENTORING**

**PROGRAM**



Mentee Application Packet

2021 – 2022

**Mentoring Program Mentee Application Process**

**Ramapo College of New Jersey**

**Criteria for Student Participation in the Mentoring Program**

**Program sponsored by Anisfield School of Business; open to students from all majors and academic schools!**

1. Minimum **GPA: 2.5**
2. Sophomores and Juniors preferred (First Years and Seniors will be considered)
3. Willingness to make a 1-2 year commitment to the Program
4. Approved resume (uploaded to *Handshake*)
5. Completion of the Mentee Profile
6. Completion of the Mentee Personal Statement

**SUBMIT COMPLETE APPLICATION PACKET:**

* Student Application Form
* Mentee Personal Statement
* Recommendation Form (included in packet)
* Participation Agreement
* Resume (must also have been posted/approved on *Handshake)*

**Note: Submit all documents together to:**

**Cynthia G. Michalewski, ASB-513, cmichale@ramapo.edu.**

**Ensure your name appears on every page.**

**Only completed application packets will be accepted.**

**Mentee Personal Statement**

Type a 250-word, double spaced personal statement (Arial font, size 10pt).

The statement should address or explain the following:

* What do you like about KMPG as an organization?
* Why are you a good match for the KPMG mentoring program?
* How would you benefit from the mentoring program?
* How can you contribute to a mentor or the program?
* What is the mentor’s and mentee’s role in the relationship?

**Mentee Recommendation Form**

*Reference Providers: Please return your completed form to the student.*

*He/she will submit it as part of a complete Application Packet. Thank you!*

**To be completed by Student Applicant**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by Reference Provider**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what capacity do you know the applicant?

|  |  |
| --- | --- |
| * Academic Advisor | * Career Advisor |
| * Faculty Member | * Supervisor/Employer |
| * Coach | * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please express why this student would be a good fit for the KPMG University Mentoring Program.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please rank the applicant using the following scale:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Excellent = 4 Good = 3 Needs Improvement = 2 Unsatisfactory = 1 N/A = Not Observed | | | | | |
| *PERSONAL TRAITS & CHARACTERISTICS* | *4* | *3* | *2* | *1* | *N/A* |
| Flexibility / Adaptability |  |  |  |  |  |
| Self Confidence |  |  |  |  |  |
| Reliability |  |  |  |  |  |
| Sense of Humor |  |  |  |  |  |
| Ability to Handle Pressure and Stress |  |  |  |  |  |
| Creativity |  |  |  |  |  |
| Displays Initiative and Motivation |  |  |  |  |  |
| *PROFESSIONAL CONDUCT* | *4* | *3* | *2* | *1* | *N/A* |
| Sound Decision Making |  |  |  |  |  |
| Leadership Abilities |  |  |  |  |  |
| Assertiveness |  |  |  |  |  |
| Time Management Skills |  |  |  |  |  |
| Organizational Skills |  |  |  |  |  |
| *RELATIONSHIPS/INTERACTIONS WITH OTHERS* | *4* | *3* | *2* | *1* | *N/A* |
| Listening Skills |  |  |  |  |  |
| Communication Skills |  |  |  |  |  |
| Tact and Diplomacy Skills |  |  |  |  |  |
| Ability to Manage Conflict |  |  |  |  |  |
| Ability to Accept Constructive Criticism |  |  |  |  |  |
| Strong Social Skills |  |  |  |  |  |

**Mentoring Program Participation Agreement**

I understand that the KPMG University Mentoring Program requires a high level of responsibility, maturity, flexibility, and independence. By signing this document, I acknowledge that I will be a full and proactive participant in this program and act in accordance with the mentee responsibilities involved in a mentoring experience.

**I understand that participation in the KPMG Mentoring Program is not an offer of employment with the firm.**

At all times, I will be responsible and respectful, and will behave in a professional and mature manner on campus, at my mentor’s worksite, and in other off-campus mentoring meetings.

I understand and will abide by the rules governing student responsibility and behavior including the College's Alcohol Policy, Anti-Discrimination Policy, Sexual Harassment Policy and Code of Conduct as described in the Ramapo College Student Handbook.

I will adhere to the Academic Integrity Policy standards listed in the Ramapo College

Catalog and on the website: <http://www.ramapo.edu/catalog>. I understand that breaches of academic integrity will be forwarded to the Academic Affairs office or the College's judicial system as deemed appropriate.

I agree to meet with my mentor face-to-face monthly and to be in contact via email, phone, etc. at least two times per month for a minimum of one year. It is my responsibility as well as that of my mentor to make an effort to stay in contact. It is my responsibility to complete assigned tasks or to take agreed upon actions arising out of my mentoring session to ensure and further my personal and career development.

**I will contact the Cahill Career Development Center/ASB Satellite Office or the College Mentoring Program Coordinator immediately if problems arise in scheduling time to meet with my mentor.**

In signing this document, I acknowledge that I have read the entire document, have had the opportunity to ask questions, understand its terms, agree to the terms stated, and have signed it knowingly and voluntarily.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_