

For: FSA Employees

FSA 2014 Mentoring Program

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

The FSA Mentoring Program continues to be a success with both mentors and protégés reporting satisfaction. As a result of the pilot’s success and the USDA overall goal to establish a culture of mentoring, FSA launched its permanent 9-month mentoring program in November 2013.

The FSA Mentoring Program assists in developing a diverse, high-performing workforce capable of adapting to a rapidly changing workplace. The mentoring program also helps to promote and foster a continuous learning environment, cultivate professional identity, enhance career growth, and drive cultural change.

The FSA Mentoring Program consists of several 9-month sessions offered throughout the year. The mentoring program has also branched out into flash mentoring sessions, which are offered randomly throughout the year. These are available to all employees, not just those in the mentoring program.

B Purpose

This notice provides guidance on participating in the FY 2014 session 2 of the FSA Mentoring Program.

C Coverage

Participation in the FSA Mentoring Program is open to all FSA Federal and county employees.

Disposal Date	Distribution
October 1, 2014	All FSA employees; State Offices relay to County Offices

Notice PM-2904

2 Participating in the Mentoring Program

A Dates for Session 2

Twenty-five mentors will be selected to participate in FY 2014 session 2. Each mentor will have an option of mentoring up to 2 protégés.

The mentoring session will begin in February 2014 and end in October 2014. The application window starts on January 21, 2014, and concludes on January 31, 2014. The FSA Mentoring Manager will hold several virtual mentoring discussions in January to answer any questions that you may have about completing your applications. The dates, times, and a link will be sent by e-mail.

Employees selected to participate as mentors or protégés will be notified the week of February 10, 2014, and their supervisors will be copied on the e-mail notification.

B Time Commitment

The program requires a 9-month commitment with a minimum of 30 minutes per week to dedicate to the mentoring relationship. Prospective mentors and protégées are required to consult with their supervisors before submitting a mentoring application.

C Requesting Access to Mentoring Portal

Access to the Mentoring Portal for the first time each FY requires all **new users** to complete the New User Access Request Form at <http://www.eservices.usda.gov/apps/mentoring/RequestAccessPage.aspx>. Users will be prompted to enter their eAuth ID and password to access the page.

You will receive a confirmation e-mail that your request to access the USDA Mentoring Portal has been received. You should receive an e-mail notification within 2 workdays providing the status of your access request. If you do not receive this e-mail within 2 workdays, contact Tracey Foster at tracey.foster@wdc.usda.gov.

D Application Process

Established users and new users, who have been granted access, can log into the Mentoring Portal at <http://www.eservices.usda.gov/apps/mentoring/Home.aspx> and select “mentor” or “protégée” to submit an application.

E Mentor/Protégé Selection and Pairing Process

Employees nominated to be protégés will be matched with mentors who closely exhibit the skills needed to help the protégé reach his or her desired goals and objectives. The selection committee will consist of the Mentoring Program Manager and the Chief Learning Officer.

3 Additional Information

A Supervisor Responsibilities

Once the employee completes the online application, an e-mail will be sent to the supervisor. The supervisor's endorsement is required for every applicant. Supervisors will be required to participate in the progress evaluation of any participant(s) in the mentoring program under their supervision. Supervisors should conduct 2 meetings with program participant(s), an initial meeting to discuss goal setting, and a final meeting to determine whether goals have been met. Two mentorship program evaluations will be e-mailed to the supervisors within a month of the beginning of the program and not more than a month after the conclusion of the program to allow for measurement of program goals and participation. These evaluations will be used to provide data for the Federal Equal Opportunity Recruitment Program, and to evaluate the success of the program in achieving its goals and purpose.

B Existing Mentoring Programs

In cases where mentoring programs already exist, **the intent is not to replace those programs**. Contact the FSA Mentoring Program Manager who will work with you and the program's manager to discuss your developmental goals and provide you access to the Mentoring Portal. USDA requires participants of all mentoring programs to complete the application and training available on the USDA Mentoring Portal.

C Contact

For questions about the FSA Mentoring Program, contact Tracey Foster, Mentoring Program Manager, by either of the following:

- e-mail at tracey.foster@wdc.usda.gov
- telephone at 202-401-0350.