

## Mentorship Program

### Mentor Profile Application

**Complete the form to create your profile and become a mentor to a Young Professional!**

#### **What is the Mentorship Program?**

The SEFAA Young Professionals Mentorship Program is designed to inspire, identify, develop and train the next generation of future leaders who will become experts in the multi-family industry.

#### **What does success look like?**

Upon completing this program, a mentee will have gained industry insight, leadership skills and career development tools from successful mentors in the multifamily industry.

#### **Mentorship Program Details**

**Enrollment** – Mentees must be a member of SEFAA and of the Young Professionals Council to be considered. Enrollment guidelines will be reviewed annually by the Young Professionals Council.

**Connection** – Ideally, mentors and mentees will have a one-on-one ratio. However, there may be a special case where a mentor may be asked to mentor up to two mentees.

**Program Length** – Nine months

**Tracking** – Mentors and mentees will be required to have at least three face-to-face meetings and will communicate monthly via email or phone. The mentee will be required to send reports after each meeting to the SEFAA staff liaison working with the Young Professionals Council.

#### **Connecting our Mentors to Mentees**

Mentee's will complete an application and create a simple profile of themselves (no photos) including their goals, strengths, and aspirations to improve as they pertain to the multifamily industry. The SEFAA staff liaison and Executive Director will review the mentor profiles and mentee applications and match mentor to mentee based on mentor strengths and mentee goals.

#### **Mentor Responsibilities**

- Help mentee define three goals that they are required to achieve by the end of the nine month period.
- Assist mentee in defining the necessary steps to achieve the three goals.
- Encourage the mentee to get involved in one other SEFAA committee other than Young Professionals Council.
- Attend with mentee at least two SEFAA breakfast meetings and encourage them to attend as many SEFAA events, meetings and seminars as their company allows.
- Submit a report at the end of the nine month period summarizing their experience as a mentor and give feedback on the program to the SEFAA staff liaison.

#### **Mentee Responsibilities**

- Work with the mentor to define three goals that will be achieved by the end of the nine month period.
- Send the SEFAA staff liaison three reports (one every three months) summarizing their goals, the steps they are taking to achieve these goals and how their mentor has assisted them in achieving these goals.
- Join and be actively involved in one other SEFAA committee other than the Young Professionals Council.
- Attend two breakfast meetings with their mentor.
- Attend three other SEFAA events such as Maintenance Mania, Volleyball, Seminars, Mixers, Trade Show, Circle of Excellence, etc.
- Attend and sit in on one SEFAA Board Meeting.



# Mentorship Program

## Mentor Profile Form

Complete this form to create your profile and become a mentor to a Young Professional. Please submit this form to Tiffany Foss at [Tiffany@SEFAA.org](mailto:Tiffany@SEFAA.org). In the subject line please put "Mentor Form – Your Name"

### Mentor Contact Information

Name \_\_\_\_\_ Company Name \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

### Mentor Profile Information

Company Position / Title \_\_\_\_\_

Length of time working in the South Florida multifamily industry \_\_\_\_\_

Involvement with SEFAA \_\_\_\_\_

List three strengths that have helped you succeed in the multifamily industry.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

List three lessons you have learned in the multifamily industry.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

What is your ideal mentee candidate and what could they learn from you? \_\_\_\_\_

\_\_\_\_\_

If selected, mentors must be committed to the success of their mentee and this program. Please acknowledge your commitment by signing here:

\_\_\_\_\_

Name

\_\_\_\_\_

Date