



Huron Intermediate School District

www.hisd.k12.mi.us

Joseph W. Murphy, Superintendent

MEMORANDUM

To: Mentors, Mentees, and Supervisors
From: Karen Currie
Subject: Mentor and Mentee Process and Forms
Date: October 5, 2016

Dear Mentors, Mentees, and Supervisors,

As a mentor, mentee, or supervisor, you will need access to information and several forms relative to Mentoring. Please read the steps outlined below and review the attached documents. All forms are also available on the HISD website – Administrative Services/Employee Resources/Documents/Mentoring. If you have questions, please contact me.

1. Each Mentor/Mentee team will develop goals and strategies at the beginning of each year using the attached **Action Plan** form.
2. Each Mentor/Mentee team will complete the **Activity Log** each time they meet.
3. The Mentor/Mentee will review the topics suggested in the **New Employee Orientation** page and address them as appropriate over the years of mentoring assigned.
4. At the end of the school year each Mentor/Mentee will complete the **Evaluation form**.
5. A compiled packet will be **submitted by the team to their direct supervisor at the end of each semester**. It will include either paper or electronic copies of:
 - a. Action Plan
 - b. Activity Log
 - c. Topics addressed (Team can create a list, add notes to the Activity Log, check off topics on the New Employee Orientation form and/or any combination of the above.)
 - d. Completed Evaluation Forms (end of year only)
6. The direct supervisor will **enter request for payment to mentors** in Skyward at TWO points during the year - January and May. (Directions posted on HISD Website under Mentoring). Supervisors will provide New Employee Checklists to informal mentees/mentors (Business Office, Administration, Clerical)
7. If this is your first year of mentoring someone else, you will receive a mentoring book to read. Kindly return it when you are done reading it.

Again, contact me with questions!
KMC

Administrative Office
1299 S. Thomas Road, Suite 1
Bad Axe, MI 48413
(989) 269-6406
Fax (989) 269-9218

Huron Learning Center
1299 S. Thomas Road, Suite 2
Bad Axe, MI 48413
(989) 269-9274
Fax (989) 269-3403

Huron Area Technical Center
1160 S. Van Dyke
Bad Axe, MI 48413
(989) 269-9284
Fax (989) 269-2844

Transition House
1257 S. Thomas Road
Bad Axe, MI 48413
(989) 269-3434
Fax (989) 269-3403