



# Society of Georgia Archivists

*Preserving the past and the present for the future...*

## **Mentor Pool Application Form**

Mentoring can be defined as a developmental relationship in which a more experienced person provides support and guidance to a less experienced person. Mentoring goes beyond the traditional teacher-student relationship – effective mentors serve as advisers, coaches, teachers, sounding boards, and critics all rolled into one. Mentors give those with less experience an opportunity to improve their understanding of practices, discuss problems, and analyze and learn from mistakes in an atmosphere that is collaborative, constructive, and confidential.

The SGA Mentoring Program is an on-demand program consisting of a pool of mentors who have been approved by the SGA Mentoring Committee and have provided information with which prospective mentees can identify a mentor who meets their unique needs. Mentor Profiles will be made available to prospective mentees to review at the SGA annual meeting and through the SGA website. Mentor Profiles will consist of information supplied by the SGA mentor on their mentor application, their resume or curriculum vitae (CV), and their photograph (if supplied). Mentees will register for specific mentors they have identified based on the Mentor Profile. Mentee requests will be accepted on a rolling basis. Mentees will be assigned on a first come-first serve basis to the requested mentors.

Mentors accepted into the program will be in the mentoring pool for 12 months (the mentoring pool is updated each year leading up to the SGA Annual Meeting), during which time they may be selected to mentee. At the time they are paired with a mentee, the mentee and mentor will enter into a mentoring agreement for a 12 month relationship. It is possible that a mentor in the pool will not be selected by a mentee until almost the end of the 12 month mentoring pool cycle, and then the actual mentoring relationship will carry on for the next 12 months. SGA mentors must be prepared to commit to the program for up to 24 months if necessary. The mentoring pool will be updated every 12 months and current SGA mentors can opt out at that time.

SGA mentors must be SGA members. SGA suggests that mentors have at least 3 years experience in the field.

### **Application instructions:**

Please complete the application fully and answer all questions. Attach additional pages, as needed.

Applications for the Mentoring Pool are accepted on a rolling basis.

Email completed applications to [mentoring@soga.org](mailto:mentoring@soga.org) or print and mail to:

Gabrielle M. Dudley, SGA Mentoring Committee  
Stuart A. Rose Manuscript, Archives, and Rare Book Library  
Emory University  
540 Asbury Circle  
Atlanta, Georgia 30322

**SGA Mentor Pool Application Form**

**Contact information:**

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

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Preferred methods of contact:  email  phone  face to face  virtual (e.g. Skype)

**About You:**

1. Reason(s) for wanting to be a mentor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Areas of interest or specialization (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> access/outreach/reference | <input type="checkbox"/> lone arranger          |
| <input type="checkbox"/> acquisition/appraisal     | <input type="checkbox"/> management/supervision |
| <input type="checkbox"/> arrangement/description   | <input type="checkbox"/> preservation           |
| <input type="checkbox"/> cataloging/metadata       | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> exhibits                  |   |

Collecting areas:

- |   |  |
|---|--|
| <input type="checkbox"/> academic               | <input type="checkbox"/> new technologies    |
| <input type="checkbox"/> audio/moving image     | <input type="checkbox"/> rare books          |
| <input type="checkbox"/> congressional          | <input type="checkbox"/> records management  |
| <input type="checkbox"/> corporate/private      | <input type="checkbox"/> religious           |
| <input type="checkbox"/> digital/electronic     | <input type="checkbox"/> special collections |
| <input type="checkbox"/> local/state government | <input type="checkbox"/> visual resources    |
| <input type="checkbox"/> manuscripts            | <input type="checkbox"/> other _____         |
| <input type="checkbox"/> museums                |  |

3. What role/s do you want to fill for a mentee (check all that apply):

- |  |                                  |
|--|----------------------------------|
| <input type="checkbox"/> Advisor/Counselor | <input type="checkbox"/> Sponsor |
| <input type="checkbox"/> Advocate          | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Resource          |                                  |

4. I want to help a mentee (check all that apply):

- Expand their core knowledge of professional issues, archival standards, best-practices, etc.
- Feel more a part of or connected to the professional community and SGA
- By providing advice related to building and navigating professional relationships (with supervisors, direct reports, co-workers, peers, etc.)
- By providing assistance with a specific goal (such as project, publication, presentation, grant submission, etc.)
- By assisting with the job search process by reviewing cover letters and resumes and helping to prepare for interviews.
- other \_\_\_\_\_

5. It is recommended that at least 2 hours each month (24 hours in the 12 month agreement period) be set aside for interaction specific to the mentoring relationship. Will it be possible for you to provide this time to the program? \_\_\_\_\_

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6. How many mentees are you willing to mentor at one time? \_\_\_\_\_

7. Is there any other information about your career or yourself that you would like to share with potential mentees? \_\_\_\_\_

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

Please attach the following items to your application (check off those attached):

resume or curriculum vitae (CV) (required)

photograph of yourself (optional)

<i>For Committee use only</i>	Accepted _____ for Mentoring Pool Cycle _____ Mentor # _____
	Declined _____