

## Commonwealth Mentoring Program

---

The Commonwealth Mentoring Program (CMP) is designed to mentor commonwealth employees through voluntary career guidance, networking and leadership development and the transfer of institutional knowledge.

### **OBJECTIVES:**

- Foster mentoring relationships
- Develop and enhance employee skills
- Transfer institutional knowledge
- Document core business processes associated with critical functions

### **TARGET AUDIENCE:**

Commonwealth employees under the Governor's jurisdiction.

### **CRITERIA FOR MATCHING MENTORS/MENTEES:**

- Mentees should be **management** employees in pay scale groups 5, 6, 7, or 8 with a minimum of one year of state service; have an overall employee performance review rating of Satisfactory or above for the previous cycle; and be free of documented discipline for the previous cycle.
- Mentors should be **management** employees in pay scale groups 9 and above with a minimum of one year of state service; have an overall employee performance review rating of Commendable or above for the previous cycle; and be free of documented discipline for the previous cycle.
- Mentees should be paired by agencies and matched with mentors who are 1) outside of their office or unit; and 2) not within the direct supervisory chain of command.

The cost to participate is free, however, the maximum number of participants is limited. Agencies may nominate more than one mentee/mentor pairing in priority order. Participant selections will be confirmed internally by OA Bureau of Workforce Planning, Development & EEO staff.

All nominations should be approved by the agency's Central Office HR Director and confirmed by the participant's supervisor. The nomination period opens in late-July and closes at the end of the August. Additionally, supervisors agree to provide time away from the worksite for their employee(s) to attend the 5 sessions spanning the eight-month duration of the program.

---

Participation in and completion of the CMP is not an implicit or explicit guarantee of promotion. If you have questions, please call 717.787.3813 or email [ra-mentoringprogram@pa.gov](mailto:ra-mentoringprogram@pa.gov).