

1. What is Mentoring?

Mentoring is a 1 on 1 nurturing relationship where an experienced individual (the mentor), provides guidance, advice and support to a less experienced individual (the mentee). It is a long-term relationship based on personal shared experiences, that focuses on overall career and/or personal growth of the mentee.

2. What is the purpose of OLG's Mentoring Program?

The purpose of the program is to provide OLGers with an opportunity to further develop professionally. A formal program provides access and connections for individuals that may not form organically and therefore, strengthens inclusion and belonging at OLG.

3. Is there a maximum number of participants?

No. All mentor and mentee applications will be considered.

4. How are mentors assigned to mentees?

This year, we've introduced program enhancements to optimize your experience. Key among them is **data-based matching**. We'll ask mentees to identify the competencies they want to develop and other preferences. This will guide pairings with a mentor and minimize any unintended biases. Pairings will be finalized by the Mentoring Selection Committee.

5. What are the eligibility requirements?

- **Mentors:** Job Grade 24 and above with at least a Delivers performance rating and no performance issues.
- **Mentees:** Job Grade 25 and below with at least a Delivers performance rating and no current performance issues; mentees must be permanent OLG employees with at least six months service.

Application status will be confirmed before November 1, 2023.

6. Do I have to be a people leader to be a mentor?

No. Mentorship is about expertise and sharing experiences which may or may not include formal leadership.

7. What is the role of a mentor?

A mentor is an advisor to the mentee, providing guidance and feedback, and sharing experiences and expertise. Mentors are also champions and cheerleaders, offering encouragement and support to help their mentees move out of their comfort zones so they can expand and grow. Refer to the Mentoring Guide for full details (On Mentoring Page on Inside OLG).

8. What time commitment is required of mentors?

The program runs for one year. Mentors and mentees will determine how often they want to meet (i.e., monthly, bi-monthly, etc).

9. Are mentors required to complete a career development plan?

No. Mentors are not required to complete a career development plan. However, mentoring is a great development activity if you choose to have a plan.

10. Are mentees required to have a career development plan to be eligible to participate?

Yes. Mentoring is a learning method that is most effective as part of an overall career development plan. It complements learning gained through experience and education. Creating a plan will challenge mentees to carefully think through their career progression goals. Carefully and thoughtfully articulating those goals through a development plan will improve the chances of successfully achieving your career objectives.

Mentoring also requires a significant commitment of time and effort by both mentees and mentors; mentees should be able to demonstrate how participating in a mentoring program fits into their overall career development plan and helps them to achieve their goals. For support in creating a development plan, please review the [Career Development Plan job aid](#).

11. What is sponsorship?

Sponsorship entails an individual with influence, intentionally providing externally facing support for another individual. Support such as advocacy, visibility, promotion, and connections to further advance someone's career. Seeing sponsorship as a three-way relationship between sponsors, an individual, and an audience clarifies the difference between it and mentorship.

Sponsorship is a fantastic way to help break down barriers for advancement for individuals looking to progress their career. In particular, women, and individuals from historically marginalized groups can benefit from sponsorship as they can be subject to structural and rooted unconscious bias which has made progressing their careers more challenging.

12. How is sponsorship started?

Deciding whether to sponsor someone is the choice of the Sponsor. Sponsorship must be authentic and frequently occurs organically with individuals from your work circles. Intentional steps can be taken to find someone to sponsor who does not naturally fall in your line of sight at work. Being a mentor or a mentee within this program is a great way to get to know other OLGers outside your typical work circles.

13. How does sponsorship fit into this round of Mentorship?

There is no requirement to sponsor an employee as a part of Mentorship at OLG. Our goal is to bring awareness to the benefits of sponsorship and the different ways individuals can be sponsored. Ultimately, we hope to increase the amount of sponsorship and advocacy from men and women in positions of authority, to provide equal opportunity for promotion, advancement and career progression for OLGers.

14. Can a mentor have more than one mentee?

Yes. A mentor may have up to two mentees if they choose.

15. Why do I need to provide demographic information? Do I have to enter it into Workday?

Demographic information assists with mentor/mentee matching. Mentees can identify preferences to be paired with a mentor with similar selected demographics. We require the completed demographic data from both mentors and mentees to make this possible. Participants are not required to answer any questions they do not feel comfortable with. Each demographic question includes the option “prefer not to say.”

A second reason for the demographic information in Workday is to determine the health of EDI at OLG. This will help us understand what we do well and potential areas of improvement in terms of EDI.

16. Can someone be both a mentor and a mentee?

Yes. An employee up to Director level can be a mentee. Mentors are Senior Manager level and above. You would need to meet the eligibility requirements for both and complete both the Mentor and the Mentee application forms on the Mentoring Page on Inside OLG.

17. Where can I get more details on the Mentoring Program?

Visit the [Mentoring Program page](#) on InsideOLG for more information.

18. Will training be available?

Training is provided for mentors and mentees separately. Information will be provided after the matching process.