

**James Madison University**

**Supplier Diversity Program**

**Mentor / Protégé Guidelines**

- 1) Mentor and Protégé meet and discuss areas of concern and achieve agreement on a minimum of three focus areas (for example: estimating, quality, project management, marketing, accounting functions, new technologies, etc.). Mentor shall document the areas, and include agreed upon initial method of achieving improvement or training. Changes to this plan as the relationship develops will also be documented.
- 2) Protégé experiences in depth involvement in the total project from start to completion. Activities, meetings, and staff on job site shall be documented.
- 3) Protégé has a “performance” review/de-briefly on a monthly basis to discuss issues, ask questions, express concerns, and experience learning. Monthly de-briefings will be documented with top 3 items discussed. Summary documentation should be provided to JMU Supplier Diversity Champion, at a minimum, quarterly.
- 4) Mentor shall document special training provided to the protégé, especially when taken to other job sites, classes, or completed one-on-one with an expert from the mentor business.
- 5) Mentor shall review, at a minimum, one proposal submitted by the protégé (on any project) to provide a critique of the package and how it addressed the criteria in the solicitation that was issued (preferably a solicitation from a Commonwealth of Virginia agency/institution). Review shall be completed during each project prior to Certificate of Occupancy being received.
- 6) At the end of the project the mentor shall submit to the James Madison University Supplier Diversity Manager documentation listed above as well as a synopsis of what areas the protégé has improved and how the mentor relationship addressed the defined focus areas. Documentation shall be submitted within two months of receiving the Certificate of Occupancy.
- 7) At the end of the project the protégé shall submit directly to the James Madison University Supplier Diversity Manager documentation providing a synopsis of areas they feel they have improved and how the mentor relationship addressed the defined focus areas. The protégé should also provide three strengths and three areas of potential improvement for the mentor program. Documentation shall be submitted within two months of receiving the Certificate of Occupancy.

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