



Mentee Application Form Intake 6 (January 2026)

GDPR Statement:

The information in this form will only be used for the purpose of selection, matching and coordination within the Mentoring Scheme. The full content of this form will only be shared with the Mentoring Oversight Group. Your name, job title, organisation, and contact details will be released to potential mentor matches.

Please also complete the **Equality & Diversity Monitoring Form** - <https://forms.office.com/r/k785j0Qxdn> (also available on the ALN website - www.academiclibrariesnorth.ac.uk/mentoring).

* Required

You and your role

1. Your name *

2. Job title *

3. Work location *

4. Home location *

5. Work email *

6. Please give us a brief description of your current position *

Motivations and commitment

We want to make sure our opportunities are offered to those who are committed to the process and able to make the most of the opportunity. Below are the criteria for an effective Mentee:

Criteria for effective Mentees

- Enter the scheme willingly (*i.e. not because somebody told you that you had to*)
- Know what you want from Mentoring
- Take the initiative in your own development
- Be willing to listen and reflect on feedback you receive
- Be prepared to experiment with new approaches and behaviours
- Be prepared for meetings and take increasing responsibility for the 'agenda'
- Be proactive in arranging meetings and keeping appointments
- Commit to working on your 'agenda' between meetings

Please provide a short statement explaining:

1. Your personal motivations for applying for the scheme - *i.e. What prompted you to apply? Why is this opportunity important to you right now?*
2. Tell us a bit about your current situation and what areas of development you would like to focus on if you are selected for the scheme. ***Please note: feedback from mentees who have already been through the process suggests that the clearer you are on your objectives, the better experience you will have from the scheme.***
3. Tell us how you will ensure you meet the criteria above.

7. Your short statement (250 words max) *

8. What will be the benefits to your organisation of your participation in the scheme? *

Personal needs & preferences

Our matching process is informed by need rather than type of organisation or location. We can't always guarantee to meet individual preferences, but will take these into consideration during the matching process.

9. Are there any other specific needs or requests you have of a potential Mentor?

It is not always important for a Mentor to have direct experience of your working environment or professional field but if you would prefer a Mentor with experience in certain work-related areas, or with other background/knowledge/experience relevant to your application (which may also support and promote equality and diversity) please state this below:

10. Do you have any individual needs that may require us to make reasonable adjustments?

Date of Mentee Briefing

In order to be involved in the scheme, it is important that you attend the ALN Mentee Briefing with our external trainer, Karen Hickman of the Coaching Bug (<https://thecoachingbug.co.uk/>). This session will run for 2 hours and will be with fellow mentees on the scheme. This year's session will take place on Teams at the following time and date:

Thursday 27 November 2025, 2.00 - 4.00pm

11. Please confirm below that you are able to attend the session on **Thursday 27 November 2025, 2.00 - 4.00pm**. The briefing is essential to getting the most out of the scheme and we ask that you do your utmost to attend; however, we acknowledge that it may not be possible if it clashes with holidays or other commitments. In that case, you may need to apply for the next wave of the scheme: *

☐ Yes

☐ No

Declaration of Support & Commitment(Copy)

IMPORTANT INFORMATION FOR APPLICANTS & LINE MANAGERS

The commitment for the scheme normally involves a 1-2 hour online meeting every 4-6 weeks.

This is agreed between the Mentor and Mentee to meet both their requirements. Mentees are required to attend a 2-hour online briefing and make a 6-month commitment to the scheme.

12. Applicant

I confirm that I understand the expectations of this scheme and the process and will make every effort to ensure I can dedicate the time and give the commitment to actively participate in the scheme. I am prepared to provide feedback on the process and the impact of the Mentoring relationship at the end of the process via an online evaluation survey. *

☐ I confirm my agreement

☐ I do not agree

13. I confirm that I have discussed this with my **line manager** and that they understand the expectations of the applicant and where possible will actively support my participation in the scheme should I be successful in this application. If this informed consent has not been obtained, you will not be considered for the scheme at this time. *

☐ I confirm the above

☐ I cannot confirm the above

14. Line Manager's Name: *

15. Line Manager's Position: *

16. Line Manager's Email Address: *

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