

## MENTOR AWARD NOMINATION FORM COMPLETION SUGGESTIONS

1. Think first about the type of person (mentor) we're looking for:

➤ Wikipedia defines a "mentor" this way:

Mentoring is a process for the informal transmission of knowledge, social capital, and the psychosocial support perceived by the recipient as relevant to work, career, or professional development; mentoring entails informal communication, usually face-to-face and during a sustained period of time, between a person who is perceived to have greater relevant knowledge, wisdom, or experience (the mentor) and a person who is perceived to have less (the protégé)".

➤ A good mentor will exemplify RI's Motto: "Service Above Self" and evince the practice of RI's 4 Way test of the things we think, say and do in their personal, professional and community life.

2. Print – *or complete from Word version* - the Nomination form from RCCR's website.

3. As much as possible, keep the name of the nominee *confidential*.

4. Start to complete the form ASAP. You may need to gather information from various sources and this may take longer than you think.

5. It is very helpful to obtain the nominee's resume. Contact the nominee's spouse/partner/business associate (explain that *confidentiality* is important). Linked In *may* also be a useful source.

6. Try to obtain 2 or 3 "testimonials" from proteges / mentees. When requesting these, give the testimonial preparers a dead line as to when you need to receive their comments. If you do not receive

them as planned, follow up promptly so you are not delayed in completing the nomination form. Explain the *confidential* nature of the request.

7. You can use some of the information in the resume and testimonials to assist completing answers to the questions on the Nomination form that you will have to answer.

8. Attach the resume and testimonials to the nomination form.

9. Do a Google search - Attach any other background you can gather up on your nominee including copies of any news stories or other recognitions that may support the nomination.

10. The nomination form and supporting information should stand on its own. Provide everything the Committee needs to evaluate the nominee. The Committee should not have to go hunting for information in journals or websites that you may refer to as helpful sources. This is too time consuming and we may not find your intended information

11. If you start early, obtain a resume and testimonials, completing the nomination form is quite easy. If you leave it until a day or two before the dead line, you will be very frustrated.