

## **MENTORSHIP & ONBOARDING**

### **Purpose**

To provide new PRC members with a structured program to aid with overall onboarding, navigation and understanding of the PRC website contents, understanding of RCW 39.10, CPARB/PRC organizational structure, best practices and meeting format and decorum.

### **Practice**

Structured Mentor/Mentee monthly meeting at a time that both agree is best, coupled with direct access by the Mentee of the Mentor at any time for any reason by phone.

### **Mentor**

PRC Chair and Vice Chair appoint one existing PRC member as Mentor for each new PRC member. Mentors will consist of volunteers selected from the PRC committee. The Mentor is required to have at a minimum one year as a PRC member. If possible, select the Mentor that has the same public or private sector definition as the Mentee. Some examples of content and context to share by the Mentor with the Mentee include but are not limited to:

- Furthering the education on RCW 39.10 – continuous training at the AGC or similar,
- Review changes to RCW 39.10 and the reasons behind the changes,
- Share experiences on recent applications and panel discussions and decisions to demonstrate the breadth of results, and
- Thorough review and discussion of the project and recertification score sheet(s) categories.

### **Mentee**

The Mentee is responsible to review all of the materials listed in the attached PRC New Member Onboarding Checklist prior to attending their first PRC meeting.

Immediately following attending the PRC as a new member, the Mentee is responsible to:

- Contact the assigned Mentor
- Share the Mentee's needs and concerns with the Mentor
- Confirm Mentee's completion of the New Member Onboarding Checklist
- Understand the duties of a PRC member
- Schedule once a month in-person/or virtual meetings for 12 consecutive months
- Communicate as needed by phone
- Request for additional Mentor if desired

### **Duration**

Minimum of 1 year.

### **Outcome**

Present a brief oral summary of the experience as well as recommendations for improvement to the Mentor Program to the PRC at the next regularly scheduled PRC Business Meeting following the 12-month duration.