

The Fire Service MENTORSHIP Project

Thank you for your participation in a collaborative effort to define an effective fire service mentorship program. This document serves to assist you in composing your thoughts and experiences with mentorship at the level of:

RECRUIT / PROBATIONARY FIREFIGHTER

This research is not designed to capture the technical aspects of job proficiency (the project is NOT looking for the requirements to know specific practices, policies, tools or equipment on a specific apparatus or in a specific station). While that specific information is critical to the needs of each individual organization, the project is after the philosophy and administration behind a successful mentoring program. Research will be conducted for each rank within the fire service and once all information is gathered it will be synthesized; creating the framework of a mentoring program that individual organizations can utilize to place specific organizational needs into.

Submitter: _____
Title First Last

Agency Affiliation: _____ Type: _____
Department / Organization Name Career / Combination / Volunteer

Founding Date: _____ Agency Size: _____ Area Protected: _____
Year Founded # of stations / personnel In square miles / Is it Dense (Urban), Suburban, Rural or Mixed

Please indicate if you wish to be contacted should there be a need for further clarification of your submission:

YES: _____ NO
Email / Phone

Indicate if you wish to receive credit for your submission:

YES NO

Research covers three areas of existing or suggested mentorship programs: Creation and Design, Implementation and Operation and Management and Review. In each area please provide as much detailed information as possible.

(1) CREATION / DESIGN

- (a)** How was the need for a formal program identified?
- (b)** Who identified the need for a formal program?
- (c)** Who facilitated the creation of your program?
- (d)** Who else was involved in the creation of your program?
- (e)** Who *should be* involved in the creation of a program?
- (f)** How long ago was your current program created?
- (g)** Describe the process used to design your current program?
- (h)** What *should* the design process look like?
- (i)** Were objectives of the program identified and written?
- (j)** Was the measure(s) of a successful program put in writing?
- (k)** Were qualifications of mentors identified?
- (l)** Is there a selection process to become a mentor?
- (m)** What *should* be the qualifications of the mentor and how *should* they be selected?

- (n)** Do mentors have to prove their (initial and ongoing) competence?
- (o)** Do mentors participate in a formal instructional program upon initial placement as a mentor? If so, please describe.
- (p)** Was there a review of the proposed program or a beta test before it was implemented organization-wide?
- (q)** Was program review designed into the program at the beginning?
- (r)** How long is your mentorship program?
- (s)** Describe all identified phases of the program.
- (t)** What does completion of the program look like?
- (u)** If you do not have a current mentorship program, or have additional thoughts on the creation / design of a program, please provide them here as well.

(2) IMPLEMENTATION AND OPERATION OF THE PROGRAM

- (a)** How does the mentorship program work? Please be as descriptive as possible for every process and benchmark contained within the program.
- (b)** Does the mentor program have written documents that are used? If willing and able, please provide a copy of them.
- (c)** What other resources are available for the mentee (protégé) other than his/her mentor?
- (d)** Do you believe that the program is effective? Why or why not?
- (e)** Do mentors receive any on-going instruction / guidance over and above non-mentors on how to be an effective mentor?
- (f)** What measures are in place if the mentee (protégé) is not responding to the mentorship?
- (g)** When mentors run into difficulty, what kind of support is available?

(3) MANAGEMENT AND REVIEW

- (a)** Who manages the mentorship program (who does the mentor report to regarding program issues)?
- (b)** Who *should* manage the program?
- (c)** Does the mentor receive a separate review specific to their duties as a mentor?
- (d)** Does the program receive review on a regular basis?
- (e)** What are some of the lessons learned since the program was created?
- (f)** List the changes that have occurred within the program since it was created.
- (g)** What are the greatest strengths of the current program?
- (h)** What are the greatest challenges faced by mentors?
- (i)** What are the greatest weaknesses of the current program?

The questions above are not meant to be all-inclusive. Feel free to suggest additional questions and provide any information you believe may be beneficial to this project. Updates to the project will be available on our Facebook page and website.

Thanks for your time.