



Dear Mentor and Mentee Candidate:

On behalf of MNCREW we are excited about your interest in the MNCREW Chapter Mentoring Program. The mission of CREW is to advance the success of women in commercial real estate and the mentor program certainly facilitates that goal.

The program is open to women seeking guidance in their commercial real estate career or women who would like help conquering challenges within the industry. All backgrounds and experience levels will be considered.

Mentees will be assigned a Mentor based on their interests and backgrounds. The time commitment is to meet with mentors approximately once every three to four weeks either by phone, email or in person to discuss the curriculum. The program will span January 2019 through December 2019. We are planning a Meet & Greet with the selected Mentees and Mentors in January (date and time TBD) and will make pairings so we can get started right away. We will also have program and networking events for all Mentees and Mentors to get together three additional times during the year.

To provide the best experience, MNCREW may limit the number of Mentees, so please apply only if you are able to commit to the entire program. This is a MNCREW members only program, and there is no fee for participating.

If you are interested in participating in this program, please complete the attached form and application and return to either of the following by October 5, 2018.

Sincerely,

Angela Feulner
CMA
AFeulner@cmarch.com
612-547-1352

Darcy Futrell
RJM Construction
darcy.futrell@rjmconstruction.com
952-820-8748

Successful Deals. Quality Relationships.
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MNCREW Mentor/Mentee Information Form
2019 Mentorship Program

Application for: Mentor Mentee

MENTOR & MENTEE INFORMATION FORM					
Name:					
Title:					
Company Name:					
Company Address:					
Home Address:					
Business Phone Number:			Mobile Phone Number:		
E-mail Address:			MNCREW Member Since:		
# Years in Commercial Real Estate:			Professional Designations:		
Briefly describe your formal education and any related commercial real estate training:					
Briefly describe your commercial real estate work experience:					
Please list any commercial real estate memberships/affiliations you hold:					
Below, please check the professional discipline(s) that apply to you:					
<input type="checkbox"/>	Accounting Leasing	<input type="checkbox"/>	Corporate Real Estate	<input type="checkbox"/>	Lending
<input type="checkbox"/>	Appraisal/Valuation	<input type="checkbox"/>	Design	<input type="checkbox"/>	Marketing/Research
<input type="checkbox"/>	Asset Management	<input type="checkbox"/>	Development	<input type="checkbox"/>	Project Management
<input type="checkbox"/>	Brokerage	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Property Management
<input type="checkbox"/>	Construction	<input type="checkbox"/>	Finance	<input type="checkbox"/>	Title, Escrow
<input type="checkbox"/>	Consulting	<input type="checkbox"/>	Government	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Corporate Communications	<input type="checkbox"/>	Investments/Acquisitions	<input type="checkbox"/>	
Please check the time of day you prefer for communications with your Mentor / Mentee.					
<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Combination depending on Schedule					
Please check preferred methods of communication with your Mentor / Mentee (check all that apply):					
<input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> Web based <input type="checkbox"/> In Person <input type="checkbox"/> Combination					
Briefly comment on why you are interested in the Mentor Program and what you hope to gain:					
What do you do for fun when you're not at work?					

Please attach a current resume or link to your LinkedIn page.

MENTOR APPLICATION

NAME:

Have you been a Mentor before?

Yes No

Please describe any previous experience you have as a Mentor:

N/A

Can you meet with your Mentee as often as our program requires for the next 12 months? If you selected No, please describe time constraints you may be under at certain times of the year.

Yes No

Would you prefer to be matched ONLY with a Mentee who is currently working within your area of expertise?

Yes No

PLEASE CHECK THE TOPIC AREAS YOU FEEL MOST COMFORTABLE ADDRESSING AS A MENTOR.

Career Management and Planning
(Please check specific topics below.)

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Career Development | <input type="checkbox"/> Consulting |
| <input type="checkbox"/> Career Change | <input type="checkbox"/> Contracting |
| <input type="checkbox"/> Career Pathways | <input type="checkbox"/> Career Break |
| <input type="checkbox"/> Career Planning | <input type="checkbox"/> Retiring |

Employment
(Please check specific topics below.)

- | | |
|--|--|
| <input type="checkbox"/> Job Satisfaction | <input type="checkbox"/> Workplace Relations |
| <input type="checkbox"/> Performance Reviews | <input type="checkbox"/> Responsibility |
| <input type="checkbox"/> Compensation | <input type="checkbox"/> Contracting/Consulting |
| <input type="checkbox"/> Employment Contracts/Agreements | <input type="checkbox"/> Working Overseas |
| | <input type="checkbox"/> Insurance (Prof. Indemnity and Liability) |

Management
(Please check specific topics below.)

- | | |
|--|---|
| <input type="checkbox"/> Employee Relations | <input type="checkbox"/> Setting strategic goals and objectives |
| <input type="checkbox"/> Transition from technical to management | <input type="checkbox"/> Responsibility |
| <input type="checkbox"/> Delegating | |

Personal Development
(Please check specific topics below.)

- | | |
|---|--|
| <input type="checkbox"/> Interpersonal Skills | <input type="checkbox"/> Professionalism |
| <input type="checkbox"/> Mentoring | <input type="checkbox"/> Ethics |
| <input type="checkbox"/> Networking | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Stress Management |

Resumes and Job Seeking
(Please check specific topics below.)

- | | |
|---|--|
| <input type="checkbox"/> Finding Jobs | <input type="checkbox"/> Job Application |
| <input type="checkbox"/> Choosing the right job for you | <input type="checkbox"/> Interviews |
| <input type="checkbox"/> Resume | <input type="checkbox"/> Work Experience |

Please indicate the areas you feel you might need skills development to fulfill your role as a MNCREW Mentor:

- | | |
|--|---|
| <input type="checkbox"/> Attentive Listening | <input type="checkbox"/> Laying the Foundation for the Mentoring Relationship |
| <input type="checkbox"/> How to Support my Mentee | <input type="checkbox"/> Electronics for mentoring |
| <input type="checkbox"/> How to Challenge my Mentee | <input type="checkbox"/> Use of Visioning in Mentoring |
| <input type="checkbox"/> Goal Setting | <input type="checkbox"/> Methods for Accountability |
| <input type="checkbox"/> Setting Limits and Boundaries | <input type="checkbox"/> Dealing with Adversity and Problem Solving |

MENTEE APPLICATION

NAME:

With which aspects of your career development would you like assistance?

(Check all that apply and prioritize, i.e., 1, 2, and 3 with 1 being most important)

<u>Career Development Skill</u>	<u>Rank</u>
_____ Career Management/Planning/Goal Setting	_____
_____ Choosing the Right Educational Decisions	_____
_____ Employee Choices/Career Changes/Negotiating Skills/ Contracting, Consulting or Employee	_____
_____ Understanding How to Manage People Effectively	_____
_____ Personal Development (Leadership/Time Management, Networking)	_____
_____ How to Find and Get the Right Career Opportunity (Resume Writing, Interview Techniques, Applying Work Experience)	_____
_____ Developing leadership skills	_____

Describe career-focused challenges you are currently facing (if any):

Describe the characteristics of your "Perfect Mentor."

*Thank you very much for your interest in the MNCREW Chapter Mentoring Program.
We will make every attempt to match you with a Mentee who can benefit from your
experience.*