



Maricopa County Human Services Department

News Release

Workforce Development

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FOR IMMEDIATE RELEASE

LEARN FROM EXPERIENCE

You've recently made the transition from the world of unemployment to the workforce. While exciting, the first couple of days on a new job can be intimidating. Your environment is new and you're bound to experience information overload and a lack of self-confidence. How do you go about keeping your wits about you without becoming overwhelmed? Locate a workplace mentor to help you learn the office culture and develop the skills and confidence you need to do the job well.

Locating a workplace mentor. Check with your employer to find out if they have a formal mentoring program in place. If not, it's up to you to find your own mentor. Before you identify this individual, determine what types of characteristics he/she should possess and what the mentor can help you accomplish. When selecting a mentor, it is best not to ask your direct supervisor. A mentor should be someone who you can talk freely with about your career and workplace issues. A good idea is to choose someone with similar functions, interests and values; however, a mentor can also be an individual who is several levels above you.

Once you've selected an individual, establish a relationship with them so you can determine whether or not they'll be open to mentoring you. If the individual is receptive, share your goals with the mentor so he or she clearly understands from the beginning your expectations from the relationship. Once the mentoring relationship begins, be sure not to become a burden on your mentor by demanding too much time and attention. This is meant to be a positive experience for all parties involved.

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