



Mentor Application



Applicant Information

Name: _____ Date: _____

City of Employment: _____

Population _____ Home Rule City General Law City

Phone: _____ Email: _____

Current Position: _____ Total Years as a Clerk or Deputy Clerk: _____

Additional Years in other local government positions: _____

Texas Registered Municipal Clerk YES NO Certified Municipal Clerk YES NO

Master Municipal Clerk YES NO

Other certifications that may be relevant to match with mentee: _____

Skills

Agenda and Minutes Preparation: Beginner Intermediate Advanced N/A

Public Information: Beginner Intermediate Advanced N/A

Records Management: Beginner Intermediate Advanced N/A

Election Administration via contract: Beginner Intermediate Advanced N/A

Election Administration not contracted: Beginner Intermediate Advanced N/A

Creating City Charter: Beginner Intermediate Advanced N/A

Charter Amendments: Beginner Intermediate Advanced N/A

Recall, Referendums, and Initiatives: Beginner Intermediate Advanced N/A

Resolutions, Ordinances, and Proclamations:	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>	N/A <input type="checkbox"/>
Employee Benefits:	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>	N/A <input type="checkbox"/>
Planning and Development:	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>	N/A <input type="checkbox"/>
Economic Development Corporation:	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>	N/A <input type="checkbox"/>
Social Media Do's and Don'ts:	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>	N/A <input type="checkbox"/>
Budgeting:	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>	N/A <input type="checkbox"/>
Human Resources:	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>	N/A <input type="checkbox"/>
Legal Notices:	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>	N/A <input type="checkbox"/>
Municipal Court Clerk:	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>	N/A <input type="checkbox"/>
Payroll:	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>	N/A <input type="checkbox"/>
Public Relations/Civic Engagement:	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>	N/A <input type="checkbox"/>
Other Skill not listed:	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>	N/A <input type="checkbox"/>
Other Skill not listed:	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>	N/A <input type="checkbox"/>

Leadership Skills and Personality

The Empowering Team has been created to Promote Knowledge Sharing, Enhance Professional Development, Build a Supportive Community, Encourage Leadership, Increase Job Satisfaction, and to Adapt to Change. The answers provided below will help with the matching process of mentor to mentee. It is our hope to find a mentor/mentee relationship that will challenge both to achieve goals, share knowledge, create quality relationships, and more. Thinking of these objectives, please answer the questions below.

Will you be able to provide ethical, unbiased, advice and support with your mentee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you be able to dedicate the time necessary to establish regular contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do consider yourself an extrovert?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Do consider yourself an introvert?

Yes

No

Do you feel comfortable sharing stories of both success and failures with your mentee?

Yes

No

Have you ever coached or mentored an employee before?

Yes

No

Do you keep an open mind when it comes to the beliefs of others?

Yes

No

Please share anything you think would be helpful in matching you with a mentee.

Signature: _____

Date: _____

Reset Form