Terms of Reference

Employment Opportunity for Students with Disabilities (EOSD) Mentorship Program

## Context

Mentoring is key for personal and professional development. Providing guidance, support and valuable insights helps individuals navigate challenges and grow in their careers. This is especially true when it comes to disability inclusion.

The [Employment Opportunity for Disability (EOSD)](https://www.gcpedia.gc.ca/wiki/Employment_Opportunity_for_Students_with_Disabilities_Student) program includes a mentoring component to encourage students to seek guidance and advice from established public servants who are also part of the disability community.

This document outlines the objectives, roles, and responsibilities of those participating in the EOSD Mentorship Program.

## Mentee

### Objectives

* Develop a professional relationship with a more seasoned employee in the form of a mentor
* Learn about many aspects of a career in the federal public service from their mentor’s knowledge and lived experience of having a disability in the workplace

### Roles

* A new public servant who:
	+ Is completing a student work term with the Government of Canada
	+ Self-identifies as a person with a disability
	+ Is registered to participate in the EOSD program
	+ Wants to develop their skillset and advance their public service career with the guidance and support of a mentor

### Responsibilities

* Obtain manager or supervisor approval to participate
* Engage with mentors in individual sessions (may take on up to 5 mentors)
* Meet with mentor(s) to discuss/identify the parameters of the relationship including:
	+ Objective and the goals
	+ Frequency and modality of the meetings
	+ Complete and sign the EOSD Mentorship Agreement Form with their mentor(s) and submit it to the EOSD Team
* Devote and prioritize their time for scheduled meetings with their mentor(s)
* Actively communicate with their mentor(s) if meeting dates or times need to be changed
* Provide timely responses to their mentor(s) within 5 business days of receiving any communication
* Explore and identify the following and share with their mentor(s):
	+ Areas of interest
	+ Strengths
	+ Areas for improvement
	+ Career aspirations
* Be open to constructive feedback from their mentor(s)
* Commit to completing the specific tasks assigned by their mentors

## Mentor

### Objectives

* Provide a safe and trusted space to encourage new employees to ask questions
* Help their mentee(s) to learn and develop
* Share advice and guidance on public service careers from your lived experience as a person with a disability

### Roles

* A seasoned public servant who:
	+ Self-identifies as a person with a disability
	+ Can offer advice and support to shape the mentee’s career vision
	+ Wants to help new professionals integrate into the public service and successfully launch their career
* Mentors should have some of the following skills:
	+ Knowledge of the challenges faced by persons with disabilities in the workplace
	+ Constructive feedback skills
	+ Listening and communication skills
	+ Inspirational leadership skills
	+ Knowledge about teaching tools, like role plays and journaling
	+ Observation skills
	+ Patience and enthusiasm
	+ Knowledge of government policies and procedures

### Responsibilities

* Obtain manager or supervisor approval to participate
* Be available to their mentee(s) for the full fiscal year they have committed to
* Take on up to three mentee(s) at a time and meet with them individually
* Meet with mentee(s) to discuss/identify the parameters of the relationship including:
	+ Objective and the goals moving forward
	+ Frequency and modality of the meetings
	+ Complete and sign the EOSD Mentorship Agreement Form and submit it to the EOSD Team
* Devote and prioritize their time for scheduled meetings with their mentee(s)
* Actively communicate with their mentees(s) if meeting dates or times need to be changed
* Provide timely responses to their mentee(s) (within 5 business days of receiving any communication)
* Assist the mentee(s) in identifying:
	+ Career objectives
	+ Strengths and weaknesses
	+ Areas for development
* Provide mentee(s) with feedback, recommendations, and support to:
	+ Develop in their areas of interest
	+ Improve in their areas of weakness
	+ Build on their strengths and areas of development
	+ Work on their career advancement and professional goals
	+ Expand their network
* Communicate job or departmental changes with the EOSD Team

## EOSD Team

### Objectives

* Facilitate matching and participation for mentees and mentors in the program

### Roles

* Members of the Public Service Commission’s Diversity and Inclusion Centre of Expertise leading the EOSD program

### Responsibilities

* Provide timely responses to mentees and mentors
* Provide tools, resources, and guidance to support mentorship relationships
* Administer the organization, logistics, and correspondence of the program