



Mentee Assignment Form

Name: _____
 Company: _____
 Work Address: _____
 Home Address: _____
 Email: _____ Phone: _____

Membership type: _____ IREM Membership Year: _____
 Years of PM Experience: _____ Designation Interest: _____

Does your employer support your pursuit of the IREM designation? _____
 Will your employer be providing tuition funds for your courses? _____
 Will your employer reimburse travel expenses for taking courses out of state? _____
 Do you have to take personal vacation time in order to attend classes? _____
 When would you like to have your designation completed? (end of year) _____
 How many courses a year can you realistically complete? _____
 Which courses do you plan to take online: HRS MTN MKL FIN ASM
 When you meet with your Mentor in-person, what time of day is best? _____
 When you meet with your Mentor in-person, what address would you like to favor? _____

Additional comments/questions that can help us find the best mentor match:

MINIMUM PARTICIPATION REQUIREMENTS

- I agree to make every effort to meet with my mentor in-person initially within 60 days of assignment.
- I agree to initiate contact with my Mentor a minimum of one time per month via email or telephone.
- I agree to make every effort to respond to my Mentor's calls or emails within 3 business days of receipt.
- I agree to contact IREM Greater Denver immediately if contact cannot be made with my Mentor in recommended timeline.

Mentee agrees to meet the minimum expectation requirements, and acknowledges that failure to do so may result in an invitation to exit the program.

 Signature

 Date