

2023/24 Mentorship Programme Application Form - Mentee

Please complete and return the form to membership@hkihrm.org on or before 30 June 2023. Late submissions will not be considered. The following information will be used in the selection process, which will be shared to our mentors.

Name	<input type="text"/>	<input type="text"/>	Membership No.	<input type="text"/>
	First Name	Last Name		
Email	<input type="text"/>		Mobile No.	<input type="text"/>
Residential District	<input type="text"/>		Working District	<input type="text"/>
No. of Years Working in HR Sector*	<input type="text"/>	HR Department Size (No. of Staff)	<input type="text"/>	
Company	<input type="text"/>		Position	<input type="text"/>

**The programme is designed for Associate Members with less than 5 years of HR experience at non-managerial level, who are seeking to make progress towards professional goals and broaden business networks.*

Academic Qualification

Name of Institution	Designation (e.g. Bachelor of HRM)	Major (e.g. HRM)	Place / Country (e.g. HK, UK)	Date of Award (MM / YY)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1. What are responsibilities of your current job?

2. What are your short term and long term career goals in HR? (A max of 150 words)

3. Please choose the best words to describe yourself (A max of 3)

- | | | | |
|--------------------------------------|---------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Adaptive | <input type="checkbox"/> Broad-minded | <input type="checkbox"/> Communication | <input type="checkbox"/> Dependable |
| <input type="checkbox"/> Easygoing | <input type="checkbox"/> Emotional | <input type="checkbox"/> Extroverted | <input type="checkbox"/> Impulsive |
| <input type="checkbox"/> Introverted | <input type="checkbox"/> Motivated | <input type="checkbox"/> Optimistic | <input type="checkbox"/> Sympathetic |

4. Why are you interested to join this programme and what do you expect to get out of this programme? (A max of 100 words)

**5. What kind of mentor you are looking for?
(We will try to match a mentor to suit your need but cannot guarantee availability.)**

6. Your preferred communication mode

- Call Email Meeting on weekdays / weekend
 Instant Message (WhatsApp, Wechat, Signal)

7. How do you demonstrate your commitment to your mentor?

8. Do you expect any of the below factor(s) likely to affect the level of your commitment?

- Study Frequent Travelling Busy Work Schedule
 Busy Private and / or Family Life Other: _____

9. Please rank 1 to 5 on the below areas of expertise you would like to learn / further enhance. (1 is the most important and 5 is the least important.)

- | | |
|---|--|
| <input type="checkbox"/> Training, Learning and Development | <input type="checkbox"/> Reward Management |
| <input type="checkbox"/> Sourcing and Staffing | <input type="checkbox"/> Employment Law |
| <input type="checkbox"/> Employee Engagement | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Business Acumen | |

10. Please select and rank 1 to 5 on the below competencies that you would like your mentor to help you develop professionally. (1 is the most important and 5 is the least important.)

HR Competencies

- | | |
|--|---|
| <input type="checkbox"/> Business Partner | <input type="checkbox"/> Strategy Implementer |
| <input type="checkbox"/> Organisation Development Designer | <input type="checkbox"/> Expert Practitioner |
| <input type="checkbox"/> Culture and Change Agent | <input type="checkbox"/> Others: _____ |

Executive Competencies

- | | |
|---|--|
| <input type="checkbox"/> Shared Vision | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Decisiveness | <input type="checkbox"/> Global Perspective |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Relationship Management |
| <input type="checkbox"/> Strategic Thinking | <input type="checkbox"/> Cross Cultural Capability |
| <input type="checkbox"/> Result Oriented | <input type="checkbox"/> Talent Development |

Others

- | | |
|--|---|
| <input type="checkbox"/> Career Planning & Development | <input type="checkbox"/> Knowledge Management |
| <input type="checkbox"/> Creativity and Innovation | <input type="checkbox"/> Others: _____ |

By signing of this application form, I declare that I understand the requirement of mentee as stated and I am committed to attend the programme activities during mentoring period if being selected as the mentee.

HKIHRM reserves the right to suspend, vary or terminate this programme or my participation and to amend the relevant terms and conditions at any time without prior notice.

Name

Signature

Date

Membership No