

Mentee/Coaching Candidate Contract

By choosing to participate in the NCMA North Texas Chapter Employment Mentor/ Coaching Initiative I agree to the following:

General--

Follow all rules and guidelines as outlined herein and by the program coordinator, the NCMA North Texas Chapter president and board of directors.

Have a positive attitude and be respectful of my mentor/coach.

Be on time for scheduled meetings/phone calls or contact my mentor/coach at least 24 hours beforehand if I am unable to make a meeting or phone session

Inform the program coordinator (Chapter Employment Chair, Nate Kilgore) if I have not been contacted by an assigned mentor/coach within 3 business days of notification of assignment.

Inform the program coordinator of any difficulties or areas of concern that may arise.

Notify the program coordinator if I have any changes in contact information or employment status.

This is a volunteer initiative and the Chapter provides no financial support to participants.

I am not bound to follow any advice, tips, or recommendations provided to me and as such I bear all responsibility for results.

Specific Areas of Assistance—

Some of the areas that I may request mentoring or coaching includes but is not limited to:

How to prepare for a new contracting position or career move.

How/where to seek a specific type of contracting job opportunity.

A critique of my resume

A critique of my interview skills

General career advice

My Commitment—

Not more than one mentor/coach will be assigned to me at any one time.

I will inform the program coordinator of the specific assistance I am seeking so that he may better match a mentor/coach to my needs.

I have the right to decline any mentor/coach assigned to me for any reason, although once I agree to start, I will follow-through in good faith with my mentor/coach

In my first conversation with him or her I will confirm my understanding of the specific advice or assistance the mentor/coach will provide me.

After I have satisfactorily obtained the requested assistance, my obligation to the mentor/coach is complete, unless I request and my mentor/coach agrees on continued interaction.

What this Program is—

A volunteer service offered by NCMA North Texas Chapter members for NCMA North Texas Chapter members.

What this Program is not—

A training, education, or study program.

An avenue to seek employment from a mentor or coaches' company or organization.

In any way affiliated with or a substitute for your employer's mentorship/coaching program.

By completing and providing the information below, I agree to follow all the above stipulations of this program as well as any other conditions as instructed by the program coordinator at this time or in the future.

Mentee/Coaching Candidate Information

Fax form Nate Kilgore NCMA NTX Chapter Employment Chair,
nkilgore@nish.org 817-622-7011 (voice) 817-652-1032 (fax).

Name: _____ **Date:** _____
(Please print)

1. Current Employer: _____

2. Current Position: _____

3. Total Years of Contracting or Purchasing Experience: _____

4. Email Address: _____

5. Recommended Contact Phone Number: _____

6. NCMA Member? Yes ___ **No** ___ **If “Yes,” NCMA Chapter:**

7. What would you like an NCMA N.TX Chapter Mentor/Coach to help you with? *Note:*
Please place an “X” next to all that apply and elaborate as much as you like in the comments section.

- ___ How to prepare for a new contracting position or career move.
- ___ How/where to seek a specific type of contracting job opportunity.
- ___ A critique of my resume.
- ___ A critique of my interview skills.
- ___ General career advice.
- ___ Other (please explain below):

8. Additional Comments:

**Questions? Contact the Program Coordinator: Nate Kilgore/NCMA NTX Chapter
Employment Chair/ nkilgore@nish.org (817)-622-7011**