

Philadelphia Bar Association Young Lawyers Division
Mentoring Program
Mentor Questionnaire

Thank you for agreeing to participate in the Philadelphia Bar Association Young Lawyers Division (“YLD”) Mentoring Program. This is an opportunity to foster the professional growth of Philadelphia’s future lawyers. The key goals of the YLD mentoring program are the stimulation of growth, diversity and participation of Philadelphia lawyers in Bar Association activities and the community at large..

Each mentor is assigned to serve as a role model and counselor to one Mentee. Mentorship is an obligation and responsibility. Mentors are requested to:

1. Reach out and make initial contact with their Mentee;
2. Have one in person or telephonic meeting with their Mentee in advance of the Mentorship Program Event;
3. Have one or more in person meetings with their Mentee after the Mentorship Program Event;
4. Remain as a resource to the Mentee for the course of the year.

Although you may have already provided this information, please take the time to fill out this form and forward it to Daniel McKenna at mckennad@ballardspahr.com.

Name: _____ Phone: _____

Firm/ Address _____

Email: _____ Bar Id: _____

Area of Law you Practice: _____ Firm Size: _____

Year Admitted to Bar: _____ Law School: _____

Home Town: _____ College: _____

Bar Association/Community Activities: _____

Is there a particular person that you would like to mentor? If so who and from what school?

Some students have expressed an interest in being paired with Lawyers of similar race, ethnicity, gender, sexual orientation, and/or disability. If you are similarly interested, please indicate so here with an explanation. Please note that any and all information provided will be kept in the strictest of confidences:

Check here if you a mentor from the Women in the Profession Committee of the Philadelphia Bar Association.

Additional ideas or comments that will help us select a student for you:

Professional Responsibilities

 By checking here, I acknowledge my obligations under the YLD Mentorship program and certify my intention to at all times act appropriately and honestly and in accordance with the professional responsibilities outlined herein:

Professional Conduct: All mentor/mentee interaction is to be conducted on a professional basis reflecting the highest ethical and behavioral standards.

Sexual Harassment: Sexual harassment, or harassment of any kind toward either a Mentor or Mentee, including same gender sexual harassment, is totally unacceptable, strictly prohibited and will not be tolerated.

Client and Corporate Responsibility: Neither the Mentor, nor the Mentee shall, under any circumstances, disclose attorney-client information, client proprietary information, or any other client confidence to the other.

Job Placement: While Mentors are encouraged to assist Mentees with guidance and advice during interviewing and job placement, no Mentee may expect or assume that their Mentor will provide them with nor attempt to solicit employment on the Mentee's behalf.

Suggested Mentor Activities:

1. Offer to take student to lunch
2. Invite student to see your workplace
3. Invite student to spend morning/afternoon at your office
4. Call student once or twice a month to see how she/he is doing
5. Be available for the student if she/he would like to call you
6. Invite student to Philadelphia Bar Association events
7. Be willing to discuss your area of law and how to be best prepared to enter the practice of law
8. Review resumes and provide interview pointers
9. Offer guidance and share your experiences on how to handle stress of balancing priorities.