

# TEMPORARY CHANGE REQUEST

TCR NO. TCR-P-081,R0-001

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:  
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or  
2) minor, and do not warrant Department Head review.

Person Requesting Change: Susan Murphy-LaMarche

Department Name: Human Resources Phone Ext: 2224

Document Number: P-081 Revision No.: 0

Document Title: Mentoring Program

---

---

**Reason for change:**

Minor change resulting from 3-year review.

---

---

Change description: (Summarize and attach changed pages, with changes clearly indicated)

Replace P-081 revision 0 with TCR-P-081,R0-001.

Change the sentence that previously read "The Program Coordinator, the Head of Human Resources, will consult with all areas of the Laboratory and develop a list of potential opportunities based on projected needs of PPPL's Projects/ Departments." to now read "The Program Coordinator, the Head of Human Resources, will consult with Department Heads on a periodic basis to develop a list of potential opportunities based on projected needs of PPPL's Projects/ Departments."

---

---

1. Does this TCR significantly alter the intent or scope of the document? YES:      NO: X

2. Does this TCR significantly impact ES&H? YES:      NO: X

If 1 or 2 is YES, Explain why the changes should not be routed for Department Head review:

-----

---

---

**Susan Murphy-LaMarche**  
Department/Division Head Approval

**3/6/02**  
Date

**J.W. Anderson**  
Head, ES&H and Infrastructure Support/designee

**3/28/02**  
Date

Release/Effective date of this TCR: 3/28/02

Incorporate this TCR into next revision of this document? Yes X No

<b>PPPL</b>	PRINCETON PLASMA PHYSICS LABORATORY	<b>POLICY</b>	No. P-081 Rev 0 page 1 of 2
<b>Subject:</b>  <b>Mentoring Program</b>	<b>Effective Date:</b> 11/7/97	<b>Initiated by:</b>  Head, Human Resources	
	<b>Supersedes:</b>  New	<b>Approved:</b>  Director	

The Princeton Plasma Physics Laboratory is committed to developing its employees to their fullest potential. PPPL values and seeks diversity in its work force and to this end fully supports a Mentoring Program for the biweekly staff. Mentoring is the deliberate pairing of a skilled and experienced person (mentor) with a less skilled or experienced person (protégé) with the intent to transfer knowledge and experience.

PPPL is committed to mentoring because:

- 1) It will contribute to enhanced performance and career development for employees.
- 2) It is essential for the ongoing success of the Laboratory.
- 3) It supports the Laboratory's mission and status as a premier R&D facility.

The goal of the Laboratory's Mentoring Program is to:

- 1) Develop and sustain skills and capabilities critical to current and future programmatic needs and opportunities.
- 2) Increase exposure to diverse skills, knowledge and abilities.
- 3) Collaborate with other PPPL staff to access their knowledge and experience.

The Program Coordinator, the Head of Human Resources, will consult with Department Heads on a periodic basis to develop a list of potential opportunities based on projected needs of PPPL's Projects/ Departments. Biweekly employees will then be informed of potential opportunities and those who have completed their probationary period and have a satisfactory performance rating will be invited to submit application and skills assessment forms to the Program Coordinator. The Program Coordinator, in conjunction with PPPL's Diversity Officer and a representative from the Director's Minority Advisory Committee, will conduct the preliminary screening and will consult with the cognizant Division Heads regarding the final matching of the pairs. In deciding whether to proceed with a particular mentor/protégé arrangement the following factors will be considered: PPPL's need for core competencies; diversity among mentors and protégés with respect to gender, ethnicity, education, background and experience; matching of pairs such that a mentor has the requisite skills and knowledge to share with a protégé (based on his/her needs). Once the pairs (protégé matched with a mentor) are established, the protégé, mentor and protégé's supervisor will participate in an orientation program that will help familiarize them with their roles and responsibilities which will directly influence how they relate to each other and how they carry out the developmental activities. During the orientation, an agreement will be made among the protégé, mentor and protégé's supervisor regarding the specific skills that will be covered and specific time frame (amount of interactions, duration of relationship, etc.) of the mentoring relationship.

The Head of Human Resources is the Program Coordinator. The duties of the Program Coordinator include maintaining the database for the mentor and protégé pools, assisting with the development goals by holding periodic meetings with the mentor, protégé and protégé's supervisor to discuss

progress of development activities and serving as the primary resource to the mentors, protégés, protégé's supervisor and Division Heads for any questions or problems relating to the program.

The amount of time devoted to a specific mentoring program will be determined by the mentor and protégé based on his/her availability and the time needed to transfer knowledge and skills. The amount of time would be part of the negotiated agreement between the mentor and protégé, with approval from the protégé's and mentor's supervisors.