

Understanding Processes, Policies, and Procedures

*TO BE COMPLETED BY THE MENTEE.*

*This activity will help you learn more about how processes, policies, and procedures impact your job. Answer the following questions to the best of your knowledge in advance of the fourth session with your mentor.*

The following organizational processes, policies, and procedures have specific relevance and bearing upon my job in the following ways:

|  |  |  |
| --- | --- | --- |
| **Specific Process, Policy, or Procedure** | **Relevance to My Job - The implication(s) for my job is:** | **Remaining Questions - What I still need to learn about this is:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Questions or requests for assistance for my mentor related to "Understanding Processes, Policies, and Procedures" are:** |
|  |