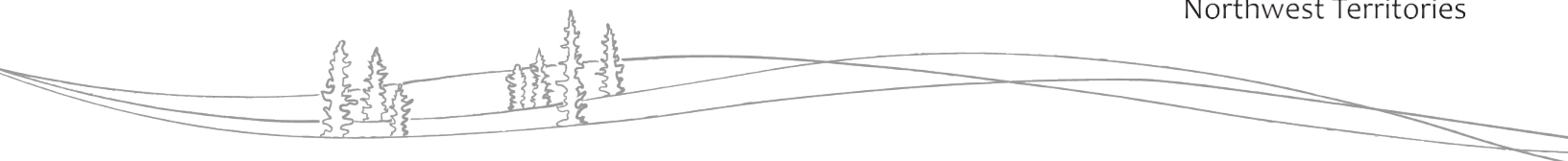




INDIGENOUS MENTORSHIP PROGRAM

MENTOR APPLICATION GUIDE

Government of
Northwest Territories



INTRODUCTION

The GNWT's Indigenous Mentorship Program (IMP) is, at its current stage, a pilot program where participants are paired with a mentor in the same field who can offer a broad understanding of skills for proficiency or advancement as well as insight into big picture considerations. As Indigenous employees of the GNWT, by participating in IMP you will get a chance to connect with someone who has knowledge in navigating some of the barriers that aren't seen by non-Indigenous employees, and can provide valuable insight, not only in specific and non-specific career advancement advice and skill development, but also in Indigenous ways of being, knowing, doing and believing.

Benefits of Mentorship:

- higher morale
- increased rates of staff retention
- earlier identification of skill sets and career aspirations, and
- establishing the necessary elements for succession planning

Participants will be provided a curated list of offerings on mentorship including self-assessment readiness tools, articles, best practices, and other online resources.

Mentorship represents an opportunity for learning, connection, networking, and skills development over the course of the program. Participants can expect to dedicate 2 hours per month over an approximate 9-month run time, with feedback sought at the 3-, 6-, and 9-month marks.

The primary drivers are the mentees who will be responsible for coordinating meeting requests, completing assigned reading and other tasks recommended by the mentor, participating in peer meetings between participants, completing a skills inventory, engaging with available resources and career pathing.

OVERVIEW

The goal of the GNWT Indigenous Mentorship Program is to provide formal and informal feedback, offering opportunities for growth and employee development to Indigenous employees.

The GNWT's Indigenous Mentorship Program is a pilot program offering a small, cohort-based learning and career development opportunity. It aims to pair 5-7 Indigenous employees with more senior GNWT Indigenous employees who will act as mentors.

Mentorship offers an opportunity for learning, connection, networking, and skill development throughout the program. Participants can expect to dedicate 2 hours per month over an approximate 9-month period, with feedback sought at 3-, 6-, and 9-month intervals.

PROGRAM REQUIREMENTS

- Attendance at two full-day in-person sessions for both mentors and mentees, one scheduled at the beginning of the program for orientation and one scheduled at the end of the program.
- Both mentors and mentees are required to commit at least 2 hours per month.
- Willingness to provide feedback to contribute to program's development. This will be requested at 3- and 6-month marks, as well at the end of the program.

ELIGIBILITY

- Indigenous employees in term or Indeterminate positions.
- Direct supervisor's approval to participate in the GNWT Indigenous Mentorship Program.

APPLICATION PROCESS

The following documents must be included in the application:

- Self-Assessment of Skills
- Personal Profile
- Mentorship Approval Form

DEADLINE

Applications must be received:

- electronically by **February 13, 2026 at 11:59pm**; or
- hand delivered by **February 13, 2026 at 5:00pm**.

Late applications will not be accepted.

HOW TO APPLY

If you have any questions or require assistance in preparing your application, please contact the Indigenous Career Pathways Advisor at:

- diversityandinclusion@gov.nt.ca; or
- (867) 767-9152, extension 14032.

STEP 1: COMPLETE ALL REQUIRED DOCUMENTS

Complete all parts of the application form:

- A. Participant Information
- B. Skills Assessment
- C. Personal Profile
- D. Learning Preferences
- E. Supervisor Acknowledgement and Approval
- F. Participant Acknowledgement and Approval

STEP 2: SUBMIT YOUR COMPLETED APPLICATION

You can submit your completed application by:

- **EMAIL:** diversityandinclusion@gov.nt.ca. Please make sure to attach all of the required documents identified in STEP 1.
- **IN-PERSON:** To drop off your application, please make an appointment with the Indigenous Career Pathways Advisor in advance by call or email (Monday to Friday, 8:30am – 5:00pm).
- **MAIL:** Send your application by mail to:

Diversity and Inclusion Unit, Strategic Human Resources
Department of Finance, Government of the Northwest Territories
PO BOX 1320, Yellowknife NT X1A 2L9

PROGRAM TIMELINES

PRE-PROGRAM

- **January 26, 2026:** Start by watching for the call for applications — this is when the advertisement goes out, so make sure you're ready to act;
- **January 29, 2026:** Join the information and Q&A session — this is your chance to ask questions and clarify anything before applying;
- **February 13, 2026:** Submit your application by this date — don't wait until the last minute, give yourself time to review everything; and
- **Early March 2026:** Look out for your results notification — this is when you'll find out the outcome of your application.

PROGRAM

- **April 14, 2026:** Attend the orientation session in Yellowknife. This is your chance to meet the group and get started on the right foot.
- **April – June 2026:** Take part monthly peer sessions designed to keep you connected and learning throughout the program.
- **June 2026:** Share your thoughts during the 3-month feedback check-in. This helps us understand what's working and what needs adjustment.
- **September 2026:** Participate in the 6-month feedback session to reflect and improve.
- **December 2026:** Complete your final feedback before the program closes.
- **December 2026:** Celebrate your achievements at the end of program gathering in Yellowknife. Regional employees should plan to travel in before and out after these dates.

ARE YOU READY TO BE A MENTOR?

Wanting to be a good mentor to a junior employee shows generosity, a commitment to helping others grow, and strong loyalty to the organization.

To assess your readiness, ask yourself if you can:

- offer career guidance and constructive feedback;
- share insights into GNWT's culture and model effective work practices;
- provide developmental advice and keep your mentee informed of key opportunities;
- help assess their growth needs and suggest learning resources; and
- connect them with others who can support their development.

COMMITMENT AND WILLINGNESS

Consider each of the following statements. If you feel confident, mark "Yes." If you're still building your skills or need support, mark "No."

This isn't a test — it's a chance to see where you're strong and where you can grow.

1. Are you willing to invest time, energy and effort into a mentoring relationship? For time, the expectation is a minimum of two hours per month. ☐ Yes ☐ No
2. Are you willing to help your mentee learn from their challenges and mistakes? ☐ Yes ☐ No
3. Are you willing to give honest feedback to your mentee? ☐ Yes ☐ No
4. Are you willing to talk about your failures as well as your successes with your mentee? ☐ Yes ☐ No
5. Are you willing to mentor more than one mentee? ☐ Yes ☐ No

REFLECTING ON YOUR RESPONSES

Take a moment to review your answers. If most of your responses are "Yes", you're likely ready to take on the role of a mentor — your commitment and willingness are strong indicators of success. If you have some "No" responses, that's okay. Use these as a guide to identify areas where you might need support or development before starting.

Ask yourself: What would help me turn those "No" answers into "Yes"? This could include training, talking to a current mentor, or clarifying expectations with the program coordinator.

Remember, mentoring is about growth — for you and your mentee. Being honest now ensures you start from a place of confidence and preparedness.