

Washington Metropolitan Area Transit Authority  
 2015 Summer Youth Employment Program (SYEP)  
 Mentor Request Form

<i>Department Contact Information</i>	
Department/Office:	Location:
Authorizing Supervisor's Name:	Authorizing Supervisor's Telephone No.:
Mentor's Name:	Mentor's Office & Cellular Telephone No.:
Alternate Mentor's Name:	Alternate's Office & Cellular Telephone No.:

<i>Please complete a Request Form for EACH unique job description</i>	
Worksite Location Address:	Worksite Location Telephone No.:
Job Title:	Dress Code:
Number of Youths Requested:  _____	_____ Number of Hours per Week  Days: _____

*Please describe the Summer Youth's Job Duties (or attach a job description).*

*Please describe the skills needed and general requirements of the job.*

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<i>Please check the specialized skills required</i>		
<input type="checkbox"/> Administrative (answering phones, filing, typing, photo)	<input type="checkbox"/> Facility Cleaning and Groundskeeper (non-safety sensitive)	<input type="checkbox"/> Warehouse (stocking and light lifting)
<input type="checkbox"/> Other _____		

Mentor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_



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## How Do I Use the SYEP Mentor Request Form?

### PURPOSE:

The SYEP Mentor Request Form is used to:

1. Assist you in clearly defining the Summer Youth duties and responsibilities.
2. Assist the Department of Human Resources Talent Acquisition (HRTA) in matching the appropriate summer youth with the job requirements.
- 3.. Assign summer youth participants with Metro Mentors.

### TIPS FOR COMPLETING THE SYEP REQUEST FORM:

1. Identify the Department's primary and alternate mentors responsible for the summer youth. An alternate mentor should be selected to replace the primary mentor during days off or time away from the worksite.
2. Complete a separate *Mentor Request Form* for each unique job description.
3. If there is a required dress code, please indicate.
4. Outline the duties, responsibilities, and tasks to be performed or attach a job description. To further refine the requirements of the position, indicate any specialized skills required.

### QUALIFICATIONS FOR METRO MENTORS:

1. An individual who will be supportive of the summer youth's career goals and aspirations and who will encourage and motivate them to reach their full potential.
2. An individual who is patient and knows how to effectively communicate and actively listen, and is able to resolve conflict and give appropriate feedback.