**Transportation Security Administration**

# Mentoring Event

# Invitation and Information for Mentees

The Transportation Security Administration (TSA) Disability Employment Program is hosting a two-part virtual Mentoring Event for people with targeted disabilities (PWTD) interested in employment with the Federal government. The kick-off event will be held on Tuesday, May 9, 2023 from 1 to 3 p.m. EDT, followed by a 30-minute mock interview that will be conducted from May 10-19. A PWTD who can commit to both Mentoring Event activities are encouraged to apply to be a mentee. If interested in participating, use the link below to complete and submit the Mentee application on or before Tuesday, April 11, 2023.

<https://teams.microsoft.com/registration/FF-5HipvREWy9mvTWhdmqw,NbMgjL3_gkK8xrRe-2akOg,zHlbcUFt7k2vTnaP30sRAw,gnaJjOFKtkSqz1cWIKm7sQ,oyvJ-qNtL028s0kaC9Xt9A,dSJ__alLC0OwY0-FVQf2Mw?mode=read&tenantId=1eb95f14-6f2a-4544-b2f6-6bd35a1766ab&webinarRing=gcc>

## Who can be a mentee?

Persons with a targeted disability (PWTD) who are interested in securing employment with the Federal government are encouraged to apply to be a mentee. The U.S. Office of Personnel Management (OPM) has identified 12 categories of disabilities and medical conditions that are considered as targeted disabilities for the purpose of being hired by the Federal government under a non-competitive hiring authority for individuals with disabilities, also known as Schedule “A” hiring. The OPM list includes “the sensory related disabilities of deafness and blindness; mental illness; developmental disabilities; dwarfism; disfigurement; mobility impairing disabilities such as missing limbs, partial paralysis, complete paralysis, and deformed limbs or distortion of the spine; and convulsive disorders such as epilepsy. You will not need to provide proof of your disability for participation in this event.

## Mentee Identification and Selection

The TSA Disability Employment Program has reached out to Community Partners to enlist their assistance in identifying people with targeted disabilities (PWTD) interested in employment with the Federal Government. You most likely received this invitation from one of our Community Partners such as Vocational Rehabilitation, Post-secondary Disability Support Services, career office, or one of the many special interest group organizations. It is the expectation of the TSA Disability Employment Program that Community Partners will share the Mentoring Event Mentee invitation and application files with individuals they feel can benefit from participation in the event, provide you with guidance in completing the application form if needed; and help you prepare for the mock interview with an elevator speech, tips on successful interviews, and develop questions for an informational interview to take place during the mock interview.

The TSA Disability Employment Program will review all mentee applications to match mentees with a mock interviewer who works in the career field of interest to the mentee. Due to availability of mock interviewers, this may not be possible and a best match will be made. In the event that more mentees have applied than available mock interviewers, mentee application date of submission will be used to prioritize mock interview assignments. Mentees will be provided with their assigned mentor information by Friday April 14, 2023.

## Mentee Participation Expectations

Individuals who submit an application to participate in the TSA 2023 Mentoring Event, and who have been matched up by the DEP with a TSA supervisor/manager for a mock interview, will be participating in a virtual two-part activity hosted on the Microsoft-Teams platform. Mentees must participate in all activities which will include a two-hour kick-off event on Tuesday, May 9, 2023 from 1 to 3 p.m-. EDT and a mock interview that will last for at least 30 minutes and be scheduled between May 10-19, 2023. The mock interviewer will reach out to their assigned mentee to schedule the 30-minute mock interview at a mutually agreed upon time. The mock interview can be longer if mutually agreed upon by the mock interviewer and the mentee when initially scheduled. There is no expectation for the mentee and mock interviewer to maintain contact after the mock interview unless mutually agreed upon by both parties. Additional details will be provided by the DEP Team in the confirmation packet and other event correspondence.

# Description of Mentoring Event Activities

## Kick-off event

The virtual kick-off event will bring mentees and mock interviewers together on Tuesday, May 9, 2023 from 1 to 3 p.m. EDT for a series of presentations. Initially, both mentees and mock interviewers will learn about TSA’s non-competitive hiring authority for individuals with disabilities, and how to use the Workforce Recruitment Program database. This will be followed by concurrent sessions for mentees and mock interviewers on the do’s and don’ts of interviewing. PWTD participants will then be divided up into smaller groups to discuss reasonable accommodations in the workplace experienced due to vision loss, hearing loss, dexterity and/or mobility limitations, or hidden disabilities. These concurrent sessions will be led by a subject matter expert for the specific types of accommodation solutions being discussed. Small group assignments will be determined by the mentee’s selection that was selected on their application. Mock Interviewers will be attending a simultaneous session on how to use the TSA reasonable accommodations process to provide applicants and employees with disability reasonable accommodations.

## Mock interviews

All mock interviews will take place via the Microsoft Teams virtual platform between May 10-19, 2023. If needed to meet the individual needs of a mentee or mock interviewer, the mock interview may need to be conducted via telephone.

The format of the 30-minute mock interview will include:

* Welcome by the mock interviewer and a brief description of their job at TSA. (5 minutes)
* Mentee’s elevator speech/brief introduction of themselves. (5 -minutes)
* Mock interview led by a volunteer interviewer. (10 minutes)
* Informational interview led by mentee. (10 minutes)

## Reasonable Accommodations for Mentees

If you are in need of a reasonable accommodation for either the kick-off event or the mock interview, please indicate this on your application form or send an e-mail to [CREAI-Disability@tsa.dhs.gov](mailto:CREAI-Disability@tsa.dhs.gov) by Monday, April 24, 2023. The Disability Employment Program will contact you for details. Requests submitted after this date cannot be guaranteed, but every effort will be made to provide the requested accommodation.

## Important Dates

In review, here are important dates for mentee successful participation:

* April 11, 2023 - Deadline for mentee application submission.
* April 12-14 - Mentees and mentors will be notified of matches.
* April 17-21 - Mock interviewer will reach out to assigned mentee to schedule the mock interview for at least 30 minutes sometime between May 10-19.
* April 24 - Deadline for submission of reasonable accommodation requests.
* May 9 (1 to 3 p.m. EDT) - Mentoring Event Kick-off
* May 10-19 - Mock interview conducted for at least 30 minutes at a time mutually agreed upon by the mentee and mock interviewer.

All questions can be directed to the Disability Employment Program, event host, by sending an e-mail to [CREAI-Disability@tsa.dhs.gov](mailto:CREAI-Disability@tsa.dhs.gov)