# Information for Community Partners for Mentoring Event 2023

# Mentee Identification and Selection

Community partners are asked to identify 1-3 persons with a targeted disability (PWTD) to submit an application to be a mentee at the Transportation Security Administration (TSA) 2023 Mentoring Event. It is as simple as sharing the Mentee application packet with 1-3 PWTD interested in employment with the Federal government, and providing any needed support in completing the application form and preparing for the mock interview.

**Community partners**

The TSA Disability Employment Program (DEP) 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.

# Mentee Participation Expectations

People with a targeted disability (PWTD) 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 2-part activity hosted on the MS-Teams platform. Mentees must participate in all activities which will include a 2-hour Kick-off event on May 9, 2023 from 1 to 3 p.m. EDT and a mock interview lasting for at least 30-minutes scheduled sometime between May 10-19. The mock interviewer will reach out to their assigned mentee to schedule the 30-minute mock interview. 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 all participants together on Tuesday, May 9, 2023 from 1 to 3 p.m. EDTfor 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 (WRP) database. This will be followed by concurrent sessions for mentees and mock interviewers on the do’s and don’ts for interviewing PWTD. 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 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 a disability with reasonable accommodations.

## Mock interviews

All mock interviews will take place via the MS-Teams virtual platform between May 10-19. If needed to meet the individual needs of a mentee or mock interviewer, the 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 mock interviewer. (10-minutes)
* Informational interview led by mentee. (10-minutes)

## Important Dates

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

* April 11, deadline for mentee application submission
* April 12-14 mentee will be notified of assigned mock interviewer information.
* April 17-21 Mock interviewer will reach out to assigned mentee to schedule the mock interview for at least 30-minutes.
* April 24 deadline for submission of reasonable accommodation requests.
* May 9, 2023 from 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 on by the mentee and mock interviewer.

Individuals with a targeted disability who you have determined are interested in participating as a mentee, are to be provided with the attached Mentee Invitation document.

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)