



MEMORANDUM

To: ALL ASSOCIATES

From: JoAnne Samsky
Director, Human Resources

Subject: Associate Mentoring Program

Date: January 1, 2007

It is my pleasure to announce a new way for our Associates to learn and grow with Valley Hospitality Services.

We are instituting the ASSOCIATE MENTORING PROGRAM. This program is designed to help existing staff members explore opportunities in other VHS owned/managed hotels and/or departments. It is our intention to give you the direct feedback and the skills development opportunities necessary to take the next step in your hospitality career.

How it works:

Applications and recommendation forms are available from your G.M. or department manager.

After completion of the application process 6 associates will be selected based on merit to participate in the program. The program will run semi-annually during the 2nd and 4th quarters of the year.

You will be assigned a mentor at the hotel or in the department that you are interested in learning more about. You will meet with your mentor ½ day, twice a month for a period of three months.

At the end of this process your mentor will provide you with an evaluation of your current abilities and additional training recommendations in order to help you achieve your career goals.

If you have any questions about the program please contact JoAnne Samsky, Director of Human Resources at (706) 324-1800 Ext. 2251



MENTORS

ACCOUNTING

Dawn Matthews

AT YOUR SERVICE

Cindy Raleigh

BANQUETS AND CATERING

Opal McLaurin

CULINARY

Nichole Hennings

GUEST SERVICES

Mae Brown

Stephanie Blanton

HOTEL MANAGEMENT

David Cassell

Alan Kiel

HOUSEKEEPING

Martha Barreto

Cindy Rathel

HUMAN RESOURCES

JoAnne Samsky

LANDSCAPING

John Giglio

MAINTENANCE

Mark Brown

David Burris

RESTAURANT MANAGEMENT

Anthony Brown

SALES

Rhonda DePratt



ASSOCIATE MENTORING PROGRAM
APPLICATION

_____	Spring Winter 20__
Applicant Name	(Circle One)
_____	_____
Current Property	Total # of Years in Hospitality
_____	_____
Hire Date	_____
_____	_____
Current Position	Length of Time in Current Position
_____	_____
Desired Position	Property

EDUCATION

High School Diploma or GED Y N

of College Credits or Certificate/Degree Held _____

Computer Programs and Applications that you are proficient in _____

Have you attended the Columbus Tech Hospitality Certification Class? Y N

List any leadership activities (i.e. EDT Team) or Awards (i.e. Employee of the Quarter) received include dates _____

In 50 Words or less tell us why you are interested in the above position and what your current qualifications are. (Please attach a separate sheet of paper)

In addition to the above application you must submit a Recommendation Form from your supervisor and at least 1 co-worker.

