

**New Jersey National Guard
J1 Human Resources Office, Equal Employment Opportunity Office
3650 Saylor's Pond Road
Joint Base McGuire-Dix-Lakehurst, New Jersey 08640-7800**

NJNG MEDIATOR APPLICATION FORM

Nominee's Name: _____

Position Title: _____

Employment Status:

Technician: _____ AGR: _____ Traditional Drilling Guardsman (TDG): _____

Unit and Location of Nominee's Organization:

Nominee's Telephone Number: _____ Email: _____

Supervisor's Name: _____

Supervisor's Telephone Number: _____ Email: _____

Nominated Mediator's Personal Statement

Please indicate some of your personal experiences and attributes that would make you an effective Mediator.

Supervisor's Concurrence Statement

I support this employee in assuming the collateral duties as Mediator for the New Jersey National Guard. This employee possesses the following traits would best qualify him/her as a Mediator:

About the NJNG Alternate Dispute Resolution Program (ADR)

Alternate Dispute Resolution Program (ADR) is a process in which a neutral third party assists disputants in reaching an agreeable resolution using various techniques. The goal of the ADR Program is to resolve employment discrimination disputes, which ultimately promotes a better work environment and reduces time and costs associated with the unpredictability of the traditional adjudicatory processes.

Mediation and the Role of a Mediator

Mediation is the technique the NJNG uses in the ADR Program to resolve employment-related disputes. Mediation is the intervention in a dispute, which is heard by a trained, impartial neutral third party, who has no decision-making authority. The objective of this intervention is to assist the parties in reaching a mutually acceptable resolution.

A Mediator primarily makes procedural suggestions regarding how parties can reach an agreement. A Mediator often works with the parties individually, in caucuses, to explore acceptable resolution options or to develop proposals that might move the parties closer to resolution. A Mediator focuses on interests and issues, not positions or past issues, and their sole interest in helping the involved parties come to a resolution.

Traits of an Effective Mediator

1. Trustworthy – able to build trust with emotionally charged disputants.
2. Neutrality – able is to maintain fairness in the mediation process.
3. Enforcer of strict confidentiality – able to understand and enforce strict confidentiality to encourage open discussions during conflict resolution.
4. Patient listener – able to allow others to air their grievances without interruptions.
5. Optimistic – able to stay positive as well as encourage others to be positive, even when mediation discussions does not seem to be producing a resolution.
6. Emotional self-control – able to choose his/her responses instead of reacting emotionally or lose control of emotions.
7. Empathy – able to step into the shoes of another and see things from the other’s perspective.

Responsibilities of a NJNG Mediator

1. Obtain DoD approved certification in Alternative Dispute Resolution and Mediation.
2. Obtain permission from supervisor to mediate a complaint when contacted by the State Equal Employment Manager (SEEM).
3. Obtain annual refresher training Alternative Dispute Resolution and Mediation.

NAME

Nominated Mediator

SIGNATURE*

DATE

NAME

Supervisor

SIGNATURE*

DATE

NAME

State Equal Employment Manager

SIGNATURE

DATE

* NOTE: Signature indicates that the individuals has read, concurs, and understands the following: Supervisor’s Concurrence Statement, About the NJNG Alternate Dispute Resolution Program (ADR), Mediation and the Role of a Mediator, Traits of an Effective Mediator, and Responsibilities of a NJNG Mediator.