

# Shared Neutrals ADR Program (SNAP)

## ***MEDIATOR PROFILE Form I***

This form is to be completed by all Mediators and returned to the Shared Neutrals ADR Program Coordinator.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Grade: \_\_\_\_\_

Gender: M\_\_\_\_ F\_\_\_\_

Race/Ethnicity (optional): \_\_\_\_\_

Federal Agency: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Work Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Supervisor's Name and Phone Number: \_\_\_\_\_

### ***Dispute Resolution Training and Experience:***

Courses completed, date (month/year) and length of course (hours):

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Number of mediations conducted (both within and outside your agency): \_\_\_\_\_

Types of cases mediated: \_\_\_\_\_ Sexual Harassment  
\_\_\_\_\_ Other Harassment  
\_\_\_\_\_ Employee/Employee  
\_\_\_\_\_ Supervisor/Employee  
\_\_\_\_\_ Interpersonal  
\_\_\_\_\_ Cross-cultural  
\_\_\_\_\_ EEO  
\_\_\_\_\_ Union Grievance  
\_\_\_\_\_ Other (describe)

Experience with other ADR processes (e.g. facilitation, interest-based negotiation, etc.):

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Any relevant experience or special skills you may have that could aid you in a mediated/facilitative process:

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## Shared Neutrals ADR Program (SNAP)

Sponsored by the  
South Florida Federal Executive Board  
440 Sawgrass Corporate Parkway  
Suite 212  
Sunrise, Fl. 33325

Mediator  
Agency Address  
City, State, Zip Code

Dear Mediator:

Thank you for participating in the Shared Neutrals ADR Program (SNAP) as a Mediator. The real strength of the SNAP Program lies with the cadre of volunteers who agree to perform mediation as a collateral duty. Without these dedicated professionals, there would be no SNAP Program.

Please take the time to fill out the attached "Mediator Profile" Form. The data collected shall be used to identify the individuals who have offered their services to the Program. We are actively seeking Mediators from all career backgrounds, in all grade ranges with any level of experience with Alternative Dispute Resolution.

The SNAP Program supports the "co-mediation" method, which employs two Mediators for each case. There are a number of benefits to be obtained through the use of co-mediators. Mediation is hard work; sharing the responsibility can help Mediators do their job more effectively and efficiently. Co-mediators can provide feedback and support to each other. Co-mediation also permits Mediators with limited experience to acquire or perfect skills necessary to become lead Mediators.

We encourage you to list your gender and race/ethnicity on the Mediator's Profile Form. This information shall only be used to satisfy requests that the Program may get for Mediators of specific gender or ethnicity. Mediators who reflect the make-up of the parties in dispute, whether by gender, race, professional background or other characteristic, can help to build trust and openness of communications within the mediation framework.

Please return the completed Mediator Profile Form to the SNAP Program Coordinator. It will be kept on file with other Mediator Profile Forms for statistical purposes. Also, please keep your Profile current, updating it periodically to reflect mediation experience and any additional training you have taken.

Again, thank you for volunteering your time and services to the South Florida FEB Shared Neutrals ADR Program.

Sincerely,