



The New Employee Mentor

Overview

The Division of Student Affairs has launched “Your New Employee Mentor” as part of its New Employee Navigation Program for new employees. The New Employee Mentor serves as a new employee’s one-stop resource for information as he/she becomes more familiar with his/her department, the division and the university. Volunteers are encouraged, although they must be appointed by the hiring supervisor.

The Purpose & Role

The New Employee Mentor partners with a new employee to:

- Make him/her feel welcome
- Help familiarize him/her with the department, division and university
- Introduce him/her to fellow employees
- Assist him/her with the new employee checklist, including obtaining a parking pass and Zip Card
- Give tours of his/her work areas and the campus
- Offer guidance and support
- Share experiences
- Answer any work-related questions he/she may have

Qualities

The New Employee Mentor should:

- Make a welcoming first impression
- Have a positive attitude and strong communication skills
- Be approachable and encouraging
- Hold a similar position and be high performer
- Be well regarded by peers and have the ability to maintain confidentiality

Benefits

Having a designated New Employee Mentor that a new employee can approach with questions and concerns provides the following benefits:

- Helps a new employee acclimate to the university culture
 - Aids in employee job satisfaction and retention
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The New Employee Mentor (con't.)

Timeframe for Your New Employee Mentor Service

Each New Employee Mentor's term of service begins on the new employee's first day of work, and should continue for about three months, with the first few weeks being more critical for acclimation to the new environment. The remaining time should be for questions that may arise. Sample responsibilities for the New Employee Mentor are provided below by timeframe.

Day 1 through Week 1

Welcome the new employee

- ◆ Show the new employee where he/she will be stationed (office, cubical, work station, etc.)
- ◆ Show the new employee the location of the restrooms, kitchen area, etc.
- ◆ Tour the department's work area(s)

Meet and Greet

- ◆ Introduce the new employee to the department

Assist the new employee with the following:

- ◆ Obtaining a parking pass
- ◆ Obtaining a UA net ID
- ◆ Logging on to the computer
- ◆ Obtaining office keys (if applicable)
- ◆ Using the phone system
- ◆ Reviewing department guidelines and expectations
- ◆ Obtaining office supplies
- ◆ Assisting with other items on the new employee checklist

Week 2 through Month 1

- ◆ Tour the campus and various work areas in the Student Affairs Division
- ◆ Introduce him/her to faculty and staff

Months 2 and 3

- ◆ Be available to assist when questions or situations come up