**New Employee Mentor Program**

**Guidelines for Coaching and Mentoring New Hires**

**Note**: Tasks are interchangeable between the Supervisor and Mentor at the departmental level. Not all tasks are relevant to various departments; use this list as a guideline. Mentoring should continue throughout the first six months of the new hire’s employment.

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| **Date Complete** | **SUPERVISOR** |
|  | Send a department level welcome letter or welcome email |
|  | Ensure work space is clean and has basic office supplies before arrival |
|  | Welcome the new employee upon arrival and ensure they report to HR for in-processing |
|  | Introduce the assigned mentor and peers as soon as practical |
|  | Coordinate computer access, logins, keys/access cards, business cards, and door nameplate |
|  | Discuss work schedule, work hours, lunch periods, etc. |
|  | Provide the job description/organizational chart and explain job expectations |
|  | If the new employee is a supervisor, explain the annual Employee Appraisal process and ensure they complete a new Employee Appraisal (E-32) for each employee they supervise within 30 days |
|  | Discuss the 90-day probationary period and set initial goals on the Employee Appraisal (E-32) |
|  | Ensure required professional development courses are completed during the initial 90-day probationary period. |
|  | Oversee initial training to ensure employee understands how to successfully complete the job duties and expectations of employment |
|  | Periodically provide feedback on the employee’s progress during the probationary period |
|  | Conduct the 90-day appraisal and provide feedback as to how the employee is doing |
|  | Ensure completed form M-1 is attached to the 90-day appraisal |

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| **Date Complete** | **MENTOR** |
|  | Meet and greet new employee as soon as practical |
|  | Provide tour of the department, building, library to examine resources, and other key areas |
|  | Show where to find break room (if applicable), vending areas, restrooms, mail drop, and Canteen |
|  | Demonstrate how to log into the computer network, access email, use TimeClock, etc. |
|  | Review location of electronic handbooks, manuals, and fill-in forms |
|  | Demonstrate how to use office phone, set their greeting, and access voice mail |
|  | Demonstrate use of all office equipment (photocopier, fax machines, etc.) |
|  | Show where to find and how to use the electronic campus directory |
|  | Review fire alarm, evacuation procedures, safety procedures, and how to contact Security |
|  | Review how to obtain or order supplies (e-procurement) |
|  | Review how to obtain copies/materials from the print shop |
|  | If applicable, demonstrate how to access class rosters, review Self-Service for 10% census date process, load Blackboard courses, and import/export upcoming semester courses |
|  | If applicable, observe a face-to-face class of new employee and offer feedback tips |
|  | Be available and willing to answer questions when asked |
|  | Check in with new employee periodically (at least once a week) to inquire how things are going and offer to provide assistance |

Please complete all relevant tasks during the 90-day probationary period and review during the 90-day probationary performance review. Both supervisor and employee must sign to attest completion of these tasks and attach to the final 90-day appraisal for submission to the HR Office.

Supervisor Signature Date Employee Signature Date