



## NEW EMPLOYEE MENTORING PROGRAM MENTOR CHECKLIST

Week One	Date Completed
<ul style="list-style-type: none"> <li>Email the new employee on their first day to welcome them, introduce yourself and schedule a time to meet with them. Provide the following:               <ul style="list-style-type: none"> <li>The <a href="#">mentor program guidelines document</a> to let them know what your responsibility is and what to expect from the mentoring relationship.</li> <li>Give employee background information on yourself, your years at SNC, and your current position.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>Contact the new employee's supervisor via email and let them know you have contacted them. Make sure the new employee has lunch plans on their first day.</li> </ul>	
<ul style="list-style-type: none"> <li>Meet with your mentee (within their first week of employment).</li> <li>Tell them about yourself, your years at SNC, and your current position.</li> <li>Gather information about them (e.g. their work history, interests, what they are most nervous about and what you can do to help calm their nerves).</li> <li>Make sure the following has been completed:               <ul style="list-style-type: none"> <li>Has been given a key for access to their building.</li> <li>Has received their campus ID card.</li> <li>Has received assistance in setting up their SNC account, e-mail and Workday.</li> <li>Has received a parking sticker/s and knows the best lots to park in.</li> <li>Has toured MySNC and the HR website.</li> </ul> </li> <li>Give the new hire an introduction to services on campus (i.e. ITS Service Desk, payroll, dining options, campus card services, conference and event services, etc.). Review the <a href="#">New Employee Tips brochure</a> with them.</li> </ul>	

Week Two	Date Completed
<ul style="list-style-type: none"> <li>• Contact the employee and schedule a time to meet with them. <ul style="list-style-type: none"> <li>o Make sure they have had the opportunity to meet key people outside of their department that they will correspond with regularly (if they have not, follow-up with their supervisor on this) .</li> <li>o Tell them about key departments most employees work with on a regular basis (HR/Payroll, ITS, Conference &amp; Event Services, Facilities, Finance, Mail Center, Digital Print Center, Office of Communications).</li> <li>o Make sure they have received an email invite to the upcoming staff association meeting. If they haven't, forward it to them. Go with them to their first meeting.</li> </ul> </li> <li>• Schedule a time to give the new employee a campus tour. <a href="#">Here</a> is a link to a script and route to follow on the Human Resources website.</li> </ul>	
Week Three	Date Completed
<p>Contact the employee to:</p> <ul style="list-style-type: none"> <li>• Review satisfaction, concerns, help needed, etc.</li> <li>• Review how the job is going and any resources they may need.</li> <li>• Review <a href="#">suggested activities list</a> and plan one activity with mentee.</li> <li>• If they are new to the area, tell them about local restaurants, banks, pharmacies, grocery stores, etc. Ask if they have any questions about the area. Ask about their interests and refer them to resources and activities they may be interested in the community <ul style="list-style-type: none"> <li>• <a href="https://www.thenewnorth.com/living-in-the-new-north">https://www.thenewnorth.com/living-in-the-new-north</a></li> <li>• <a href="https://downtowngreenbay.com/">https://downtowngreenbay.com/</a></li> <li>• <a href="https://www.titletown.com/">https://www.titletown.com/</a></li> </ul> </li> <li>• Talk about SNC News emails and the importance of reading them.</li> </ul>	
Week Four	Date Completed
<p>Contact the employee to:</p> <ul style="list-style-type: none"> <li>• Review satisfaction, concerns, help needed, etc.</li> <li>• Review how the job is going and any resources they may need.</li> <li>• Review <a href="#">suggested activities list</a> and plan one activity with mentee.</li> <li>• Review some common acronyms they may hear around campus.</li> <li>• Discuss professional organizations they may want to join in the De Pere/Green Bay area (e.g. Current Young Professionals Network, Management Women, etc.).</li> <li>• Complete the one month mentor <a href="#">Google form evaluation</a>.</li> <li>• Have employee complete the one month mentee <a href="#">Google form evaluation</a>.</li> </ul>	

Months Two and Three	Date Completed
<ul style="list-style-type: none"> <li>• Contact employee at least once each month to discuss any concerns or needs.</li> <li>• Review <a href="#">suggested activities list</a> and plan at least one activity with mentee per month.</li> </ul>	
Week Twelve	Date Completed
<ul style="list-style-type: none"> <li>• Contact Employee and review the past 90 days. Evaluate any needs or concerns.</li> <li>• Review the mentor responsibilities and make sure you have addressed their needs.</li> <li>• Complete the three month mentor <a href="#">Google form evaluation</a>.</li> <li>• Have employee complete the three month mentee <a href="#">Google form evaluation</a>.</li> </ul>	
Months Four - Eleven	Date Completed
<ul style="list-style-type: none"> <li>• Contact employee at least once per month to discuss any concerns or needs.</li> <li>• Review <a href="#">suggested activities list</a> and plan at least one activity every other month with mentee.</li> </ul>	
Month Twelve	Date Completed
<ul style="list-style-type: none"> <li>• Contact Employee and review the past 12 months. Evaluate any needs or concerns.</li> <li>• Complete the 12 month mentor <a href="#">Google form evaluation</a>.</li> <li>• Have employee complete the 12 month mentee <a href="#">Google form evaluation</a>.</li> </ul>	