Mentor Checklist

	Date Completed
First Week	
E-Mail new employee to let them know you will call or visit them	
Contact new employee within first week of hire and introduce yourself	
--Let the employee know about the mentor program and what your responsibility is	
--Give employee background information on self, years at LCSC, job etc.	
--Gather information about the new employee	
--Give an introduction to services available (fitness center, training resources, etc.)	
Make sure the employee has done the following:	
--Attended a new employee orientation	
--Received an e-mail account from IT	
--Completed a key request form for entrance into their building	
--Submitted their information for the online personnel directory	
--Received their employee ID card (WarriorOne Card)	
--Toured the Intranet to know where to get announcements, forms, info., etc.	
Meet new employee in person and give the quick start guide	
Second Week	
Contact the employee via phone or in person	
Make sure the employee has had the opportunity to:	
--Tour the campus, if not arrange a personal tour or through New Student Recruitment	
--Meet key people outside department that they will correspond with regularly	
--If not, please arrange for an introduction via phone or in person	
Review the campus organization chart and describe departments and programs offered	
--Include the campus mission and history (to be provided to you)	
Third Week	
Contact the employee	
Checkin with the employee, review satisfaction, concerns, help needed, etc.	
Review how the job is going and any resources they may need	
Fourth Week	
Checkin with the employee, review satisfaction, concerns, help needed, etc.	
Ask if the employee went to the new employee orientation (different than benefit orient)	
Review the mentor responsibilities and make sure you have addressed all	
Have new employee complete a mentor program feedback form	