# Mentor Checklist

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## 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:

- Received and viewed "Your Benefits & Perks – Information for New Employees" video
- Received I-Time password
- Received their employee ID card (WarriorOne Card)
- Completed IT Security Tutorial, received an e-mail account from IT
- Completed a key request form for entrance into their building
- Completed FERPA tutorial for access to Ellucian Colleague & WarriorWeb
- Completed mandatory compliance trainings through SafeColleges
- Completed online benefits paperwork
- Submitted their information for the online personnel directory through UMBRACO website
- 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 or has signed up for the new staff orientation (Held each January and July)
- Review the mentor responsibilities and make sure you have addressed all
- Have new employee complete a mentor program feedback form