First Week		Date
Contact new employee within first -second week of hire and introduce yourself Image: Contact new employee background information on yourself, years at LC State, your job, etc. >SGather information about the new employee SGather information about the new employee >Give the employee background information on yourself, years at LC State, your job, etc. SGather information about the new employee >SGather information about the new employee SGather information about the new employee has done the following: >Reviewed New Employee Checklist at https://www.lcsc.edu/hr/new-employee-process-and-forms/benefit-eligible-employee-checklist SReviewed New Employee Checklist at https://www.lcsc.edu/hr/new-employee-process-and-forms/benefit-eligible-employee-checklist >Reveived Varia password SReviewed New requires form for entrance into their building SReviewed New request form for entrance into their building >Nas access to computer software systems (ellucian colleague, Luma, etc.) Scompleted her information for the online personnel directory through UMBRACO website Socond Veck Second Week <	First Week	
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>Briefly explain the mentor program and what your responsibility is	Email new employee to let them know you will call or visit them	
>Give the employee background information on yourself, years at LC State, your job, etc. > >Gather information about the new employee > >Give an introduction to services available (fitness center, PDT, CSO/PSO information > Make sure the employee has done the following: > >Reviewed New Employee Checklist at https://www.lcsc.edu/hr/new-employee-process-and-forms/benefit-eligible-employee-checklist > >Received Warrior ID card > >Received Warrior ID card > >Accelved Warrior ID card > >Accelved Warrior ID card > >Assectived LCSC email account > >Completed mandatory compliance training through Vector > >Located the Intranet in the Teams folder > Give the new employee the Quick Start Guide > Gute the inter on in person > Mark sure they have had an opportunity to: > >Tour campus. If not, arrange a tour through New Student Recruitment or take the time to show them around yourself > >Meek kep people outside their department that they will correspond with on a regular basis > Review the campus organization chart with them > Contact the employee to see how they are doing Charta	Contact new employee within first -second week of hire and introduce yourself	
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Check in with the employee, review satisfaction, concerns so far, help as needed, etc.	Check in with the employee review satisfaction concerns so far help as needed etc	
Ask if your mentee has been contacted to attend the New Warrior Experience. If not, contact Amanda in HRS at x2269		
Review the Mentor responsibilities and make sure you have addressed everything		
Ask your mentee to complete the mentor program feedback form found here: https://www.lcsc.edu/hr/new-employee-process-and-forms/benefit-		
eligible-mentor-program		