

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:	
--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	