

Mentor Expectations

The Staff New Employee Orientation Committee is inviting you to become a new employee mentor. Potential mentors are selected by the Committee based on experience at WNMU and a demonstrated strong, positive work ethic. This is not a burdensome commitment and will greatly assist our new hires as they negotiate the first year of their jobs. What is expected is your availability to them to listen, answer questions, and share your institutional knowledge as needed. A once per week telephone “check-up” call to the new employee, as well as prompt follow-up on calls or emails that they direct to you are also expected. Kelley Riddle will be available to all mentors regarding AA/EEO issues or questions. A mentor will be assigned to a new employee for a period of one calendar year.

Here’s what mentors do:

- Share Knowledge and Experiences
- Coach and Guide Mentees
- Facilitate Networking
- Actively Listen and Ask Questions
- Provide a Positive Role Model
- Maintain Respect
- Commit to Entire Program
- Promptly Communicate Issues

Here’s how you can support a new colleague:

1. Introduce yourself in person.
2. Call the new employee once a week to “check up.”
3. If the new employee calls and leaves a message, return the message right away.
4. Be prompt with any assistance or follow-through.

Thank you for being a WNMU Staff Mentor!