MENTOR CHECKLIST

New employee’s name:

Start date:

WITHIN THE FIRST 2 DAYS OF START DATE

☐ Introduce yourself to your mentee and welcome them to GRCC
☐ Contact Staff Development and make arrangements to get the welcome gift for your mentee
☐ Set Campus Tour Date
☐ Remind them to complete Safe Colleges training modules that will be emailed to them.

WITHIN THE FIRST 2 WEEKS OF START DATE

☐ Call your mentee:
  o Have they reviewed the Employee Checklist with their supervisor
  o How are things going on their new job
  o Set a date for lunch at the Heritage (or alternate location if the Heritage is closed or the work location isn’t in Grand Rapids – contact Julie x3490 for voucher
  o Ask if there is anything they need or would like more information on
  o Make sure they have the On boarding Meet & Greet Breakfast on their calendar
  o Tell them about the CWEST calendar and how to access it
☐ Take tour of the campus: Introduce mentee to people as you tour; be sure to include locations such as the Library and Fieldhouse so they learn what resources are available to them as employees of GRCC
☐ If your mentee is a Campus Police, ESP or CEBA employee, introduce them to their respective association representative.
☐ Remind Employee that HR is a great resource for all payroll, benefits and general college questions.

WITHIN ONE MONTH OF START DATE

☐ Take your mentee to lunch at the Heritage. NOTE: Scheduling with another mentor & mentee can make it less awkward and more fun. Phone for reservations: 234-3700. The calendar is at www.grcc.edu/heritage If the Heritage is closed, contact Julie Otte in Staff Development for options.
☐ “Check In” with your mentee – either in person or on the phone:
  o Ask how things are going on their new job
  o Find out who has been assigned as their department mentor – this is optional but strongly encouraged
☐ Discuss any major events or changes that are occurring on Campus
WITHIN THE FIRST 3 MONTHS OF START DATE

☐ Call your mentee the day before the New Employee On boarding Meet & Greet Breakfast
  o Make arrangements to go together or meet at the designated location
☐ Attend the Meet & Greet starting at 8:15 AM

DURING THE FIRST 6 MONTHS OF START DATE

☐ Call your mentee monthly (at a minimum; more often is preferred) – Check In
  o Ask how things are going on their job
  o Encourage the new employee to participate in Learning Opportunities
    ▪ www.grcc.edu/currentlearning
☐ Invite them to a campus event such as Holiday Breakfast, Employee Recognition Reception
  or other WE (Wellness & Enrichment) Team sponsored events

Once the mentoring period has been completed, we ask that the new employee and the mentor
each return a separate signed copy of this form to Staff Development along with any comments for
suggestions you may have.

____________________________  ______________________
New employee's signature       Date

My mentor was ________________________
mentor’s name

____________________________  ______________________
Mentor’s signature       Date

I mentored ________________________
new employee's name

Comments or suggestions: