

The Colorado College Staff Mentor* Program

**A mentor "may be a host and guide welcoming the initiate into a new occupational and social world and acquainting the individual with its values, customs, resources, and cast of characters." (Evanoski, P.O.¹)*

The Staff Mentor Program is designed to match new employees with an experienced staff member to serve as a mentor, providing guidance and introduction to Colorado College culture.

Process:

- All new employees will be made aware of the mentor program during the Human Resources orientation session. If interested, they will complete an application and submit it to HR.
- Applications will be forwarded to the Staff Council mentor program liaisons and a Human Resources representative will assign a mentor from a pool of approved employees.
- The mentor will then make contact with the new employee to begin the mentoring relationship.
- Staff Council will pay for a monthly mentoring lunch for the first three months of the new employment (not to exceed \$10 per person), with the option to request an additional 3 months.

Guidelines of Mentoring Relationship:

- The mentor will welcome the new employee, respond to any questions that have arisen, and set a time for their first meeting (within the first month of employment).
- Based upon the need of the new employee, the mentor may provide a campus tour, introduction to other members of the Colorado College community outside of their own department, and assistance with becoming familiar with Colorado College activities and department events, etc.
- The mentor and new employee should meet on a monthly basis to discuss the new employee's experience at CC and to address any concerns or issues that the new employee may have.
- The mentor and new employee may wish to attend Colorado College events such as athletic events, plays, concerts, lectures, or other activities offered on campus.
- If either the mentor or the new employee is not experiencing a positive relationship, both have the option of selecting another partner and are to contact the HR representative.
- The mentor is to make Human Resources or the Staff Council aware of any negative experiences or issues that the new employee may have encountered.

Participation in the Colorado College Staff Mentor Program

Qualifications for mentorship include:

- At least two years of work experience at Colorado College
- Familiarity with the policies and programs available at Colorado College
- Must convey a positive image of the college
- Must not be the new employee's supervisor and preferably not employed in the same department.
- Submission of an application form, including supervisor's signature, and approval by Human Resources and the Staff Council
- Participation in a mentor training session provided by Human Resources
- Commitment to a three to six month mentoring relationship, allowing two to four hours per month to meet with the new employee
- Being available to the new employee by telephone, e-mail, and in person

Evaluation of Mentor Program and Mentors

To assess the value of the program, new employees and mentors will be asked to complete evaluation forms. Activities that have promoted successful mentor relationships will be referenced in future orientations.

¹ Evanoski, P. O. 1988. "The role of mentoring in higher education," *Community Review* 8(2):22-27