

Finance & Accounting Mentoring New Hire Program

Who should be a mentor? What are the roles of a mentor?

- A mentor should be a peer. For example if a new employee has no supervision responsibilities then the same should be true for the peer mentor. The peer mentor should not be the new employee's supervisor. It is okay if this peer is someone that does not directly work with the person – they are not there to train, but to be a resource about the department, division, and University as a whole.
- The mentor should be someone who wants to take on the role and feels capable of performing the roles detailed below.
- The mentor should be clearly assigned before the new employee begins, and should be introduced at the beginning of the new hire's first day – both parties need to be aware of the mentor connection in order to make it productive.
- Interaction with new hire should be positive, personal and productive. We want to ensure new hire feels welcome.
- On the new employee's first day:
 - Provide office tour which includes: location of restrooms\breakrooms\meeting rooms; evacuation exits; printer\copier\scanner; supply cabinet; parking passes; etc.
 - Provide a tour of campus to include:
 - Location of Gator 1 Central to activate and pick Gator 1 Card
 - Location of Traffic & Parking to pick up parking decal
 - Tour can also include the following, or they can be shown on a map and toured at a later date:
 - Locations of departments in Finance and Accounting
 - Locations of departments they will be interacting with in their new job
 - Take new hire to lunch (each person pays for their own meal)
- Arrange lunch w/team during the 1st week (each person provides their own lunch or staff may provide a dish for a luncheon).
- Be proactive first two weeks of hire by scheduling regular check-ins to:
 - Answer questions
 - Visit daily to see how things are going
- Be available as an ongoing resource for the new employee after the first two weeks.