What are the roles of a Mentor?

- Interaction with new hire should be positive, personal and productive. We want to ensure new hire feels welcome.

- Be proactive first two weeks of hire and continue to check progress.

- Provide office tour which includes: location of restrooms\breakrooms\meeting rooms; evacuation exits; printer\copier\scanner; supply cabinet; parking passes; etc.

- Take new hire to lunch (each person pays for their own meal) on the 1st day.

- Arranges lunch w/team during the 1st week (each person provides their own lunch for staff may provide a dish for a luncheon)

- 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
  - Locations of departments in Finance and Accounting
  - Locations of departments they will be interacting with in their new job

- Be available as a resource for the new employee
  - Answer questions
  - Visit daily to see how things are going