



Support Staff Council

MENTORING INSTRUCTIONS

Thank you for agreeing to participate as a Mentor for new employees of Indiana State University. The following is a list of guidelines to follow when performing as a Mentor.

A rotating schedule has been created for all current mentors. There is also a 2nd person on the list. This person will be used if there are 3 or more new employees scheduled for orientation. If you are not able to be a mentor for your scheduled week, you **MUST** notify Jacque Smith at x5555 as soon as possible. She will then ask for volunteers to help fill in.

In the case that there are no new employees for your scheduled week, you will just be skipped. You will not be moved to the next week. This will create chaos with everyone's already busy schedules.

Before new employee orientation:

You will receive an email from Jacquelyn Smith with the information about the new employee(s) as soon as possible.

The morning of new employee orientation:

Human Resources have created an agenda for orientation and the mentors are scheduled for 11:00am. This eliminates the wait and helps with everyone's busy schedules.

The new employees will receive a packet of information when they arrive at orientation. This packet includes: Support Staff Newsletter, Support Staff Council PowerPoint presentation, parking pass, lunch ticket, game tickets, campus map, name tag, and some ISU items.

The lunch ticket for the mentor will be delivered to their office first thing Monday morning.

Things to talk to your mentee about:

- ❖ Introduce yourself as a SSC Mentor; pointing out that your e-mail and telephone # is noted on the SSC PowerPoint handout given to them in their packet of information.
- ❖ Ask whether they have been working on campus as a temp or if this is their first day on campus. (That will make a difference when they get their parking pass and ID). If they are a temp employee, they may not be changed in the system yet and will have to wait for this to be changed to get their permanent ID and parking pass.

- ❖ Review with them what your role as a Mentor will be. You are there for any questions or problems that might arise. You will be available to them by e-mail or phone until their 90 day introductory period is over. If you choose to continue contact, and we hope you will, keep in touch with them as time allows. Making a new friend on campus is an important part of your role as a Mentor.
- ❖ Go over the SSC website information. This should be an instruction in the PowerPoint presentation, but you might restate this information and the importance of the website for SSC updates, upcoming events, and information.
- ❖ Take them on the Campus Tour. Maps are attached. Start at Controllers/HR, go east to Hulman Center #1, Purchasing #2, Library #3, Public Safety #5 (Parking Pass and ID), Health Center/Career Center and #6 HMSU (Lunch at Generations),. Please point out the Staff Parking Lots as you go along and also if you pass the building they will be working in, point that out.
- ❖ Some things to point out that is in the PowerPoint presentation:
 - Support Staff Events on campus
 - Dining Services
 - Help Desk – groupwise, global emails, MyISU
 - Microsoft Campus agreement
 - ID Cards – discounts
 - Contact information for mentor