**Campus Connection Program**

**OBJECTIVE**

Our goal is to foster a cooperative network among University Staff and Academic Staff employees, as well as to cultivate a sense of community on campus. The program benefits new employees by giving them a friendly resource (a “Campus Resource Person”). In return, existing employees have the opportunity to share their experiences and knowledge.

**ROLE OF CAMPUS RESOURCE PERSON**

As a Campus Resource Person, you would help a new employee acclimate to the campus culture, and help them become an active campus community member. You would meet with the new employee, invite them to University events, and act as a resource.

**REQUIREMENTS TO BE A CAMPUS RESOURCE PERSON**

You must have a willingness to commit time to be a Campus Resource Person for a new employee and have your supervisor’s permission and agreement to provide you time to participate. Any experienced employee who has direct interest in helping new employees acclimate to the University environment is eligible. This role is voluntary and is carried out in addition to other work responsibilities. A Campus Resource Person is:

* Able to encourage and motivate others
* Respectful of others in the University community
* Committed to maintaining a positive attitude
* Willing to share knowledge and experiences

Campus Resource Persons must have been employed at UW-Green Bay for a minimum of one year and must attend a Campus Connection Program mentor meeting at least once annually in order to keep updated on any changes in the program and best practices.

**HOW TO BECOME A MENTOR:**

* Have a discussion with your supervisor to discuss the feasibility with your workload.
* Watch for biannual all-employee emails to University Staff and Academic Staff employees and LOG announcement.
* During the enrollment period (fall or spring), send email to HR, with supervisor copied, expressing interest.
* HR will be in contact to set up a mentor training session and tour.

**PROCESS**

1. Campus Resource Person volunteers will be placed on a list maintained by HR.
2. When a new employee arrives who would be a good match with you, HR will email you, and ask if you are interested in being a Campus Resource Person for that new employee.
3. If you are not interested at that time, HR will keep your name on the list for future new employees.
4. If you are interested, HR will email you details about the new employee, and copy your supervisor on the email to notify him/her that you will be participating in this program. We will also mail meal coupons to you at this time.
5. HR will notify the new employee in their welcome email about the Campus Connection Program and will identify that you are his or her Campus Resource Person.
6. You will then follow the steps listed in the [Campus Connection Program Mentor Checklist](file:///Z%3A%5CWEBSITE%20DOCUMENTS%5CFiles%5CCampusConnectionProgram-MentorChecklist.docx).

**QUESTIONS?**

Please contact Human Resources at ext. 2390 or hr@uwgb.edu.

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