**Campus Connection Program Mentor Checklist**

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|  | Introduce yourself in person to the new employee within their first week. Initiate regular contact with the new employee via phone, email, formal meetings, or informal contacts. |
|  | Invite the new employee to the next [University Staff](http://blog.uwgb.edu/classified/) or [Academic Staff Governance Committee](http://blog.uwgb.edu/as) meeting. |
|  | Offer to give the new employee a tour of the campus. Some ideas for places to take them are: Weidner Center, Student Services, Union (including the Bookstore and various dining facilities), Library, Instructional Services, the Academic buildings (Wood, MAC, Rose, LS, ES, etc…), Shorewood Golf Course, Arboretum, and Kress Events Center. |
|  | Familiarize the employee with the campus and its culture (ex., discuss walking trail, dining services on campus, Kress Events Center, opportunities for involvement on campus, and anything else you want to share about UWGB). Give them welcome packet (supplied by Human Resources) |
|  | Encourage the new employee to get involved in campus activities and events, and invite the new employee to participate with you (ex., offer to take new employee to Convocation, Campus Cookout, Inclusive Excellence New Employee Social, or Ice Cream Social). |
|  | Support and listen to the new employee, share personal experiences that may provide guidance, and refer the new employee to other campus resources, personnel, or programs as appropriate. |
|  | Check in periodically to see if the new employee has questions and to see how they are doing. Be available for consultation on problems or challenges. Mentor relationships are expected to last for a minimum of 6 months. |

**TOPICS FOR DISCUSSION**

Share knowledge of the University’s organizational structure, procedures, and professional growth and development opportunities. Provide guidance and information on the University’s informal procedures and protocols, and share wisdom and advice based on your own experience at UWGB. Provide advice and referrals on community activities and events, daycare, service clubs, and organizations. Share what you are aware of about any social, professional, and recreational opportunities in the Green Bay community that you know of.

**QUESTIONS?**

Please contact Human Resources at ext. 2390 or [hr@uwgb.edu](mailto:hr@uwgb.edu)

2/10/17