Mentor Checklist

	Date
First Week	
Email new employee to let them know you will call or visit them	
Contact new employee within first -second week of hire and introduce yourself	
>Briefly explain the mentor program and what your responsibility is	
>Give the employee background information on yourself, years at LC State, your job, etc.	
>Gather information about the new employee	
>Give an introduction to services available (fitness center, PDT, CSO/PSO information	
Make sure the employee has done the following:	
>Reviewed New Employee Checklist at https://www.lcsc.edu/hr/new-employee-process-and-forms/benefit-eligible-employee-checklist	
>Received Luma password	
>Received Warrior ID card	
>Received LCSC email account	
>Completed key request form for entrance into their building	
>Has access to computer software systems (ellucian colleague, Luma, etc.)	
>Completed mandatory compliance training through Vector	
>Submitted their information for the online personnel directory through UMBRACO website	
>Located the Intranet in the Teams folder	
Give the new employee the Quick Start Guide	
Second Week	
Contact your Mentee via phone or in person	
Mark sure they have had an opportunity to:	
>Tour campus. If not, arrange a tour through New Student Recruitment or take the time to show them around yourself	
>Meet kep people outside their department that they will correspond with on a regular basis	
Review the campus organization chart with them	
Third Week	
Contact the employee to see how they are doing	
Check in with the employee, review satisfaction, concerns so far, help as needed, etc.	
Review how their job is going and ask if there are any resources or training they feel they need at this time	
Fourth Week	
Check in with the employee, review satisfaction, concerns so far, help as needed, etc.	
Ask if your mentee has been contacted to attend the New Warrior Experience. If not, contact Amanda in HRS at x2269	
Review the Mentor responsibilities and make sure you have addressed everything	
Ask your mentee to complete the mentor program feedback form found here: https://www.lcsc.edu/hr/new-employee-process-and-forms/benefit-eligible-mentor-program	