

### Mentor Checklist

Employee Name		Title	
Start Date		Department	
Mentor		Completed by	

*Mentor instructions: Please mark off (or date) each item after it has been completed. The following list contains information and activities that the mentor may want to cover with the new employee during the orientation process. Not all of the information listed below is applicable to every position or job.*

- Make contact with the new employee and introduce yourself.
  - Inform the employee what a Mentor is and what your responsibilities will be.
- Introduce the new employee to others in the department and staff with whom he or she may have frequent interactions or working relationships.
- Tour the building, including meeting rooms, copy machines, break areas, restrooms, gym and vending areas, etc.
- Explain office/department customs such as how birthday and special events might be recognized, office socials, etc.
- Review regular meeting schedules and various committees (activities, etc.)
- Ask other employees in the area to take the new employee to break and lunch during the first week of work. Suggest places available for lunches.
- Tell where and how to enter the premises, including an explanation of after-hours procedures.
- Provide training as directed by the hiring manager.