

The
Illinois Wesleyan
University
Staff Mentor*
Program



**A mentor "may be a host and guide welcoming the initiate into a new occupational and social world and acquainting the individual with its values, customs, resources, and cast of characters." (Evanoski, P.O.)*

The Staff Mentor Program is intended to assist with new employees' transition to IWU and to reduce isolation in small departments. It is designed to match new employees with an experienced staff member to serve as a mentor, providing guidance and introduction to the IWU culture. Mentoring allows senior staff people to help junior colleagues become a part of the University society and "learn the ropes".

The Staff Mentor program provides a formal mechanism for veteran staff to share their knowledge and experience with others. New staff members gain from the guidance, coaching and encouragement a mentor can provide, while experienced staff can gain a fresh perspective and develop new relationships. Overall, the University builds a stronger community.

Guidelines of Mentoring Relationship:

- The mentor will welcome the new employee, respond to any questions that have arisen, and set a time for their first meeting (within the first two weeks of employment)
- Based upon the need of the new employee, the mentor may provide a campus tour, introduction to other members of the Illinois Wesleyan University community outside of their own department, and assistance with becoming familiar with IWU activities and department events, etc.
- The mentor and new employee should meet on a monthly basis to discuss the new employee's experience at IWU and to address any concerns or issues that the new employee may have
- The mentor and new employee may wish to attend IWU activities such as athletic events, plays, concerts, lectures, or other programs offered on campus
- If either the mentor or the new employee is not experiencing a positive relationship, both have the option of selecting another partner

Illinois Wesleyan University Mentor Profile	
Employee Name: Date of Hire:	Department:
Supervisor:	Work Phone:
Title:	Email:
WHY WOULD YOU LIKE TO BE A MENTOR?	
WOULD YOU LIKE TO BE MATCHED WITH: _____ male _____ female _____ no preference	
WHAT ARE SOME OF YOUR INTERESTS, PERSONAL AND/OR PROFESSIONAL, THAT WILL CONTRIBUTE TO A MENTOR MATCH?	
WHAT TYPES OF ACTIVITIES WOULD YOU BE INTERESTED IN DOING WITH THE NEW EMPLOYEE? (check all that apply)	
<input type="checkbox"/> Getting together for breakfast <input type="checkbox"/> Getting together for lunch <input type="checkbox"/> Attending a lecture, a music or theater performance, or other IWU event (Spring Fling, Open Forum, etc.) <input type="checkbox"/> Participating in sports <input type="checkbox"/> Attending an athletic event <input type="checkbox"/> Meeting other IWU employees <input type="checkbox"/> Other	
BEING A MENTOR WILL REQUIRE 1-3 HOURS PER MONTH OF YOUR TIME FOR SIX TO TWELVE MONTHS. ARE YOU ABLE TO MAKE THIS TIME COMMITMENT?	
EMPLOYEE SIGNATURE	SUPERVISOR SIGNATURE
Name:	Name:
Date:	Date:

UPON COMPLETION, PLEASE SUBMIT THIS FORM TO _____

Evaluation of Mentor Program and Mentors

To assess the value of the program, new employees and mentors will be asked to complete evaluation forms. Activities that have promoted successful mentor relationships will be referenced in future orientations.

*Evanoski, P. O. 1988. "The role of mentoring in higher education,"
Community Review 8(2):22-27*

(Materials in this booklet were adapted from the Rice University Staff Mentoring website, University of New Hampshire website, and the Colorado College Staff Mentoring Program Handbook.)

- The mentor is to make the Staff Council aware of any negative experiences or issues that the new employee may have encountered

Process:

- Names of new employees will be forwarded to the Staff Council mentor program liaisons. The Staff Council member will make an initial contact with the new employee and ask that s/he complete a mentee profile form. Liaisons will assign a mentor from a pool of volunteers..
- The mentor will then make contact with the new employee to begin the mentoring relationship
- The President's Office will pay for a mentoring lunch once each semester of the first year of new employment

Suggested Guidelines for Meeting Your Mentee:

- *Initial Meeting*
 - ◇ Introduce yourself and ask questions to learn more about your mentee
 - ◇ Explain your mentor role
 - ◇ Identify best times to make contact and preferred contact methods (phone, email, etc.)
 - ◇ Schedule a second face-to-face meeting within the next two to three weeks, but encourage contact if need arises before then
- *Second Meeting*
 - ◇ Check in to see how things are going. Inquire if there have been surprises or challenges
 - ◇ Assist by giving ideas for resource persons
 - ◇ Encourage him/her to browse the university website and jot down items about which he/she may have questions

- *Subsequent Meetings:*
 - ◇ Share important up-coming events such as staff meetings or forums and invite them to attend with you.
 - ◇ Review items or questions that have arisen since last meeting
 - ◇ Continue to set meeting times, if appropriate

Suggested Activities**

Please use this list as a guide for the types of activities you may do with your mentee:

- Campus tour highlighting:
 - ◇ varied classroom types
 - ◇ available public spaces (Ames, Shirk, etc)
 - ◇ campus meeting spaces (Davidson, etc)
- Campus lunch options: Tommy's, Hattie's, Faculty/Staff Lounge, etc.
- Wellness/Fitness options: Wellness classes, optional release time, etc.
- Overview campus security and parking: ID, campus sticker, etc.
- Ames Library and available media and loan resources for staff
- Information Technology resources: Help Desk, 3900 Hot Line, computer support and training
- Arnold Health Services and staff benefit
- Room scheduling and summer conferences
- Physical Plant request procedures
- Printing and Mailing staff resources for copying, printing, mailing
- Music, Theatre, Sports Camp programs available to staff and families

***All of these could include introductions to the appropriate personnel.*

Tips for Being a Good Listener

- Learn to still the voice within. You'll listen better when you're not talking.
- Imagine the other person's viewpoint.
- Be interested and show that you are.
- Observe non-verbal behavior to glean information beyond what is said to you.
- Listen between the lines.
- Speak only affirmatively while listening
- To ensure understanding, rephrase what the other person has just told you at key points

Qualifications for Mentorship Include:

- At least 3-4 years of employment at IWU
- Familiarity with the policies and programs available
- Should convey a positive image of the University
- Should not be the new employee's supervisor and preferably not employed in the same department
- Submission of a Mentor Profile, including supervisor's signature
- Commitment to a 6-12 month mentoring relationship, allowing 1-3 hours per month to meet with the new employee
- Being available to the new employee by telephone, email and in person

Remember, mentors are not expected to be able to answer all the questions that mentees may ask. Rather, a mentor can assist by indicating where the mentee may find the answer, from a supervisor, or another department or colleague.