

MENTOR GUIDE



HRM Mentoring Pilot Program

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Welcome



AT WCC, MENTORING IS CONSIDERED A SUPPORTIVE, PROFESSIONAL RELATIONSHIP BETWEEN A SEASONED MEMBER AND A NEW STAFF MEMBER AT OUR INSTITUTION. MENTORING IS AN IMPORTANT STRATEGY FOR TRANSFERRING KNOWLEDGE GAINED THROUGH YEARS OF EXPERIENCE TO THOSE NEW TO THE FIELD OR INSTITUTION. STATISTICS HAVE SHOWN THAT EMPLOYEES WHO HAVE MENTORS ARE MORE LIKELY TO HAVE GREATER JOB SATISFACTION.

Mission

Creating an atmosphere where a new employee has the ability to freely ask questions and gain knowledge about our institution through networking with departmental leaders and staff. This Program strives to build a stronger, more cohesive community by removing barriers that a new employee may encounter.

Objectives

1. To assist new employees with the transition to WCC by creating mentoring relationship with seasoned professionals within the College.
2. To give seasoned professionals an opportunity to share knowledge and experience with new employee.
3. To provide and support an innovative work environment, and fostering meaningful, diverse relationships.

Program – Who Is It For?

Mentoring Pilot Program (Program) is **voluntary** for all new employees hired by WCC. The Program is designed to help new employees with organization development, support and training. This will be one-on-one mentoring.

Do I Qualify To Be a Mentor?

1. Must be a full time employee and have at three (3) years or more of employment at WCC.
2. Convey a positive image of the college (committed to the college's mission and purpose and exemplifies its expectations and core value).
3. Familiarity with the policies and programs available at WCC.
4. Able to meet the time commitment required for the Program.
5. Participate in the orientation session for mentors provided by the mentoring committee.

If you have any questions about qualifications for participation in the Program, please contact Program Coordinator at 734.973.3718.

Time Commitment



The time commitment for the Program will consist of at least three (3) meetings within the first year of the new hire (mentee), but the mentor/mentee pair may choose to meet more often if needed. Mentor must be available to the new hire (mentee) by telephone, email and in person. Contact between scheduled meetings is allowed, but should be discussed periodically to ensure that the amount and nature of contact is appropriate. You will also be required to complete evaluations (at the 6 and 12 month mark) for the program.

The Matching Process

Finding the best mentee/mentor match is the key to making the Program successful. Mentors will be paired with mentees based on a variety of factors including:

- Individual needs and goals of new employees
- Compatibility in regards to time availability of mentors and mentees
- Correlations that are suitable for an ideal match

Creating a college wide mentoring program is not going to address every challenge that new employees will face at WCC. We recognized that there will still be employee turnover and that not all new employees will transition smoothly. **The mentor is not solely responsible for the successful transition of new employees with the College, but rather serves as a resource of help to assist in their transition.** We also understand that mentor/mentee matches may not be an ideal or good fit. We have implemented a review system to give mentors and mentees the opportunity to address their concerns and possibly find a match that is a better fit.

Finally, we believe that this program can only be successful if it is optional for new employees. Like our student body, the employees at WCC are incredibly diverse and so are their specific needs. We hope that the program will be attractive to all new hires, but acknowledge that it will not be for everyone.

Role of the Mentor



Acts as a role model....teach by example. Mentee will learn the values, ethics, practices and culture of the organization. Mentee will observe how to handle situations or interact with others.

Acts as a sounding board for concerns and ideas.

Works with mentee to identify career-related skills and interest.

Offers positive feedback to reinforce behavior and constructive feedback to change behavior. Be tactful and not judgmental.

Expands the mentee's network of professional contacts.

Encourages and supports committee participation to increase visibility.

Washtenaw Community College

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Inquiries concerning Title IX and Section 504 should be directed to the office of the Vice President, Student and Academic Services, Student Center Building, Washtenaw Community College, Ann Arbor, MI. 48105, Phone: (734) 973-3536. Charges of violation of the above policy also should be directed to the College Affirmative Action Officer in the Office of Human Resource Management, Business Education Building, Phone: (734) 973-3497.