



Policy Title New Employee Mentor Program	Original Adoption Date 12/15/2015	Policy Number HR-727
Responsible College Division/Department Human Resources	Responsible College Manager Title Chief Human Resources Officer	
Policy Statement Lakeshore Technical College program provides all new full and part time employees with a mentor within their first sixty days of employment with the College. Mentors are selected by mutual agreement between the Organizational Development Center and the new employee's manager. Mentors selected will be employed by the College for a minimum of three years. Mentors will be in good performance standing with the college and willing to take on the responsibility of a mentor. Mentors will have a strong belief in the college's Mission, Vision, and Culture and have an optimistic attitude. Being a mentor is a professional development opportunity for employees who act as mentors. Professional development hours will be determined on a case by case basis.		
Reason for Policy A mentoring program builds a personal connection between the college and the new employee from the first day. The new employee is made to feel part of the work group, will gain more confidence and, as a result, become productive more quickly.		
Historical Data, Cross References and Legal Review Reviewed/Revised: 12/8/2015 Legal Counsel Review and Approval: N/A Board Policy:		
Definitions		